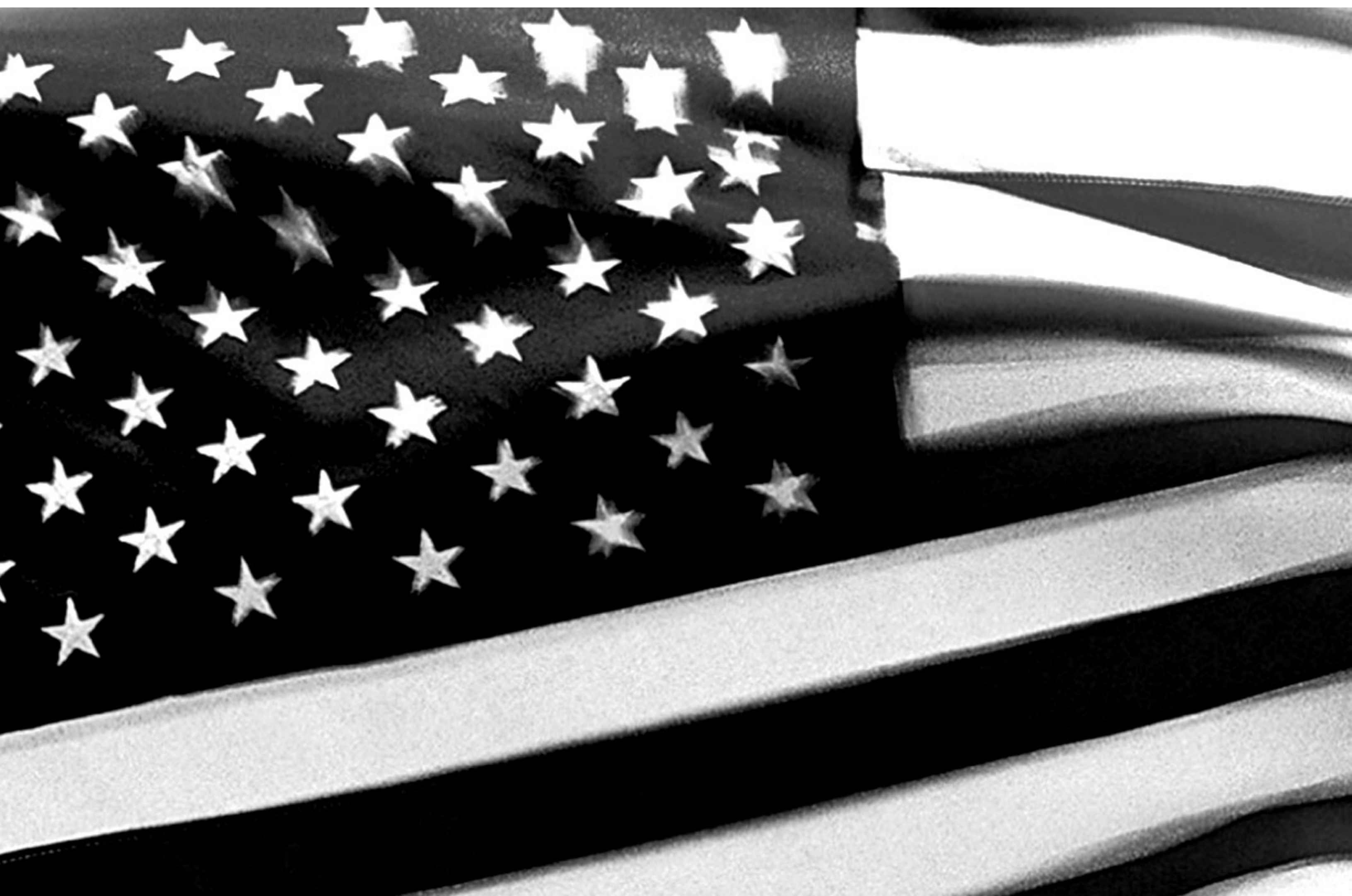
User Manual for Exchange Visitor Program Sponsor Users (RO/ARO) of SEVIS: Volume I
Forms DS-3036 and DS-3037

December 31, 2004

Homeland Security



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EXHIBITS

1. INTRODUCTION

This manual is written as a resource for Exchange Visitor Program Sponsor users, that is, Responsible Officers (ROs) and Alternate Responsible Officers (AROs) of the Student and Exchange Visitor Information System (SEVIS). It is presented in two separate volumes in order to delineate the Form DS-2019, and Form DS-3036, DS-3037, and other program updates. This volume addresses the procedures for performing program updates.

1.1 Purpose of SEVIS

SEVIS facilitates timely reporting and monitoring of international students, exchange visitors (EVs), and their dependents in the United States. SEVIS is an Internet-based application for electronically monitoring and reporting on these individuals. SEVIS enables schools and program sponsors to transmit electronic information to the Immigration and Customs Enforcement (ICE) bureau and the Department of State (DoS) throughout a student's or EV's program in the United States.

SEVIS enables the submission of designation applications. Once designated as an Exchange Visitor Program sponsor, users may update program sponsor information, submit updates to DoS that require approval, and create and update J-1 EV and dependent records (that is, accompanying spouse and dependent children records). The DoS Office of Exchange Coordination and Designation has the capability to review and approve updates made to program sponsor and EV records using SEVIS, and the ROs and AROs will be notified by email of the results.

This manual contains instructions for accessing SEVIS with a permanent user identification (ID) and password; creating and processing Forms DS-3036 and DS-3037, Exchange Visitor Application; viewing alerts on EVs; and viewing and printing a variety of reports.

1.2 Privacy Act Considerations

Access to SEVIS is restricted to authorized users. SEVIS contains confidential information concerning foreign students, EVs, and their dependents. Unauthorized access to and disclosure of this information could affect the privacy to which individuals are entitled under Section 552a of Title 5, U.S. Code. This information is protected by the Privacy Act, as well as by Federal and agency regulations. Exhibit 1, Criminal Penalties, provides information on the penalties for unauthorized access and disclosure of this information.

Exhibit 1: Criminal Penalties

Criminal Penalties (1) Any officer or employee of an agency, who by virtue of employment or official position, has possession of, or access to, agency records which contain individually identifiable information, the disclosure of which is prohibited by U.S. Code Section 552a or by rules or regulations established thereunder, and who knowing that disclosure of the specific material is so prohibited, willfully discloses the material in any manner to any person or agency not entitled to receive it, shall be guilty of a misdemeanor and fined not more than $5,000. (2) Any officer or employee of any agency who willfully maintains a system of records without meeting the requirement to publish a notice in the Federal Register regarding the existence and character of the system of records, shall be guilty of a misdemeanor and fined not more than $5,000. (3) Any person who knowingly and willfully requests or obtains any record concerning an individual from an agency under false pretenses shall be guilty of a misdemeanor and fined not more than $5,000.

1.3 Glossary

Appendix A, Acronyms and Abbreviations, includes a list of terms, abbreviations, and acronyms used in this document.

2. DESCRIPTION OF SYSTEM FUNCTIONS

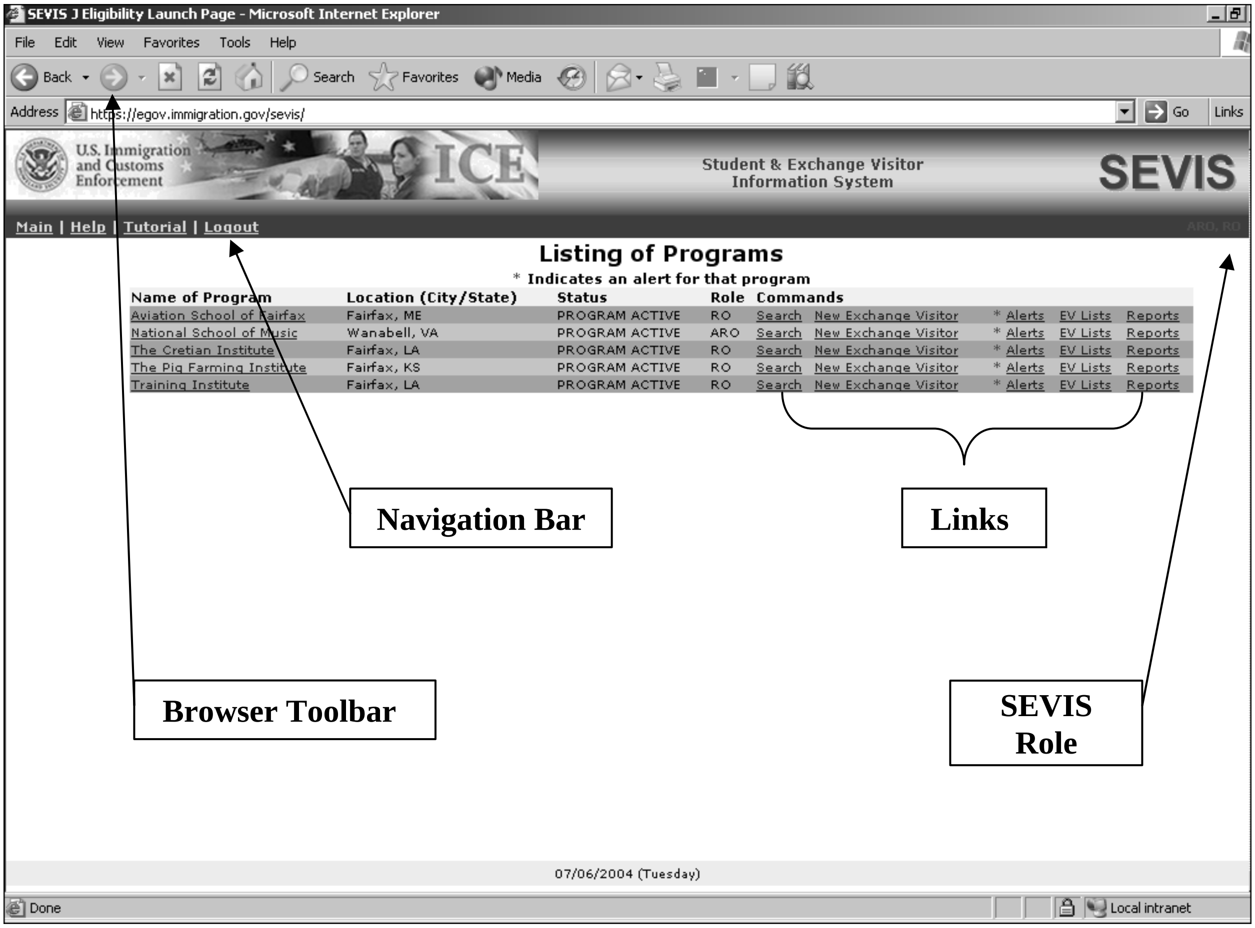
The following sections provide step-by-step instructions for using SEVIS. Included are directions for modifying the Form DS-3036, DS-3037, and other program updates. Instructions for creating, issuing, and modifying Form DS-2019 for EVs and dependents are discussed in Volume II of this manual.

2.1 Overview of Screen Components

This section explains SEVIS screens and their components and how to navigate through the application.

Exhibit 2, SEVIS Listing of Programs, is an example of the screen that displays when you log into SEVIS. It includes various options that are available on the navigation bar and links that are available from within the list of program sponsors. The screen components are labeled with the terms used in this manual.

Exhibit 2: SEVIS Listing of Programs



2.1.1 SEVIS Screen Components

The following is a list of components that may be available on SEVIS screens.

- **Browser Toolbar—**This is the toolbar displayed by the browser used to access SEVIS.
- **Navigation Bar—**The navigation bar lists the following functions:
  - **Main—**Used to access the *Main* screen or, if you perform as a program sponsor user and a school user, the screen from which you select either the **Listing of Programs** (J visa) or **Listing of Schools** (F and M visas) link to display the programs or schools for which you are an authorized user
  - **Help—**Used to access Online Help for SEVIS
  - **Tutorial—**Used to view a brief demonstration of how to use SEVIS
  - **Logout—**Used to exit the system
- **Links—**Click underlined text to advance to a different screen within SEVIS.

2.1.2 Additional SEVIS Screen Components

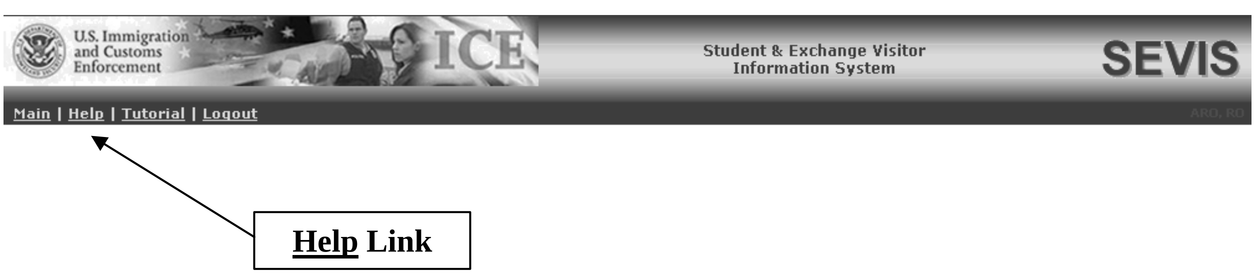
Additional screen components that display on some SEVIS screens include the following:

- **Scroll Bar—**This is the part of a window that enables users to see additional information. SEVIS uses scrollbars on the bottom or the right side of some windows.
- **Fields**—These are areas on the windows where data may be typed or selected or in which system-generated data are displayed.
- **Buttons**—These buttons allow users to process data and move between screens. SEVIS uses the following types of buttons:
  - **Command Buttons**—Click to execute a command. For example, clicking this button Print DS-2019 enables you to print a copy of the Form DS-2019.
  - **Radio Buttons** —Click to make one selection. Only one radio button can be selected at a time.
- **Other Input methods**
  - **Check Boxes** —Click to make one or more selections. Click in the box again to remove the check mark.
  - **Drop-down lists** —Click the down arrow to display a list and then make a selection.

2.1.3 Online Help Functions

Online Help is always available by clicking the **<u>Help</u>** link on the navigation bar at the top of SEVIS screens. Doing so opens a new browser window containing Online Help. The left panel (part of the window) contains a list of Online Help topics, and the right panel contains the text associated with the topic selected. See Exhibit 3, Navigation Bar—Help Link, for the location of the **<u>Help</u>** link.

Exhibit 3: Navigation Bar—Help Link



To view Online Help text, perform the following:

1. In the left panel, click a folder to display a list of topics.
2. Click a topic name to view the Online Help text for that topic in the right panel.

Note: The Online Help requires the use of Java Script; it does not function properly if Java Script is disabled.

2.1.3.1 Search Online Help

To search on a word or phrase, perform the following:

1. Click the **Search** ( ) button.
2. Type search criteria in the field provided and press **Enter**. The results of the search display as a list of topics containing the word or phrase entered.
3. Click a topic name to view the Online Help text for that topic in the right panel.

2.1.3.2 Hide/Show the Left Panel

To hide and show the left panel of the Online Help screen, perform the following:

1. To hide the left panel, click the **Hide** ( ) button in the upper-right corner of the left panel.
2. Click the **Contents ( )**, **Index** ( ), or **Search** ( ) button to restore the left panel.

2.1.3.3 Jumps and Pop-ups

To use the jump and pop-up features, perform the following:

1. Click an underlined word or phrase to see a pop-up explanation or jump to a new topic.
2. To make a pop-up disappear, click anywhere else in the panel. If using the Netscape browser, click the **Close** ( ) button.
   or
   To return from a jump, click the **Back** button on the browser toolbar.

Note: Some underlined phrases are web links. They are identified by the text that precedes them. When you have finished viewing a web page, click the **Back** button on the browser toolbar to return to Online Help, or click any help topic.

2.1.3.4 Close Online Help

To close Online Help, click the **Close** ( ) button in the upper-right corner of the *Help* screen.

2.1.3.5 Print the Online Help Topics

Printing the Online Help is different for Internet Explorer and Netscape users. It is important to note that you cannot print the entire Online Help, no matter which browser you are using. You can only print the topic you are currently viewing (that is, one topic at a time).

2.1.3.6 Internet Explorer Users

Perform the following steps to print an Online Help topic using Internet Explorer:

1. Click anywhere in the right panel.
2. Click the **Print** button on the browser toolbar. The topic you are currently viewing prints to the designated printer.

   or

1. Click anywhere in the right panel.
2. Select **Print** from the **File** menu. A *Print* window displays (the **General** tab is on top).
3. Ensure that the appropriate printer is selected in the *Select Printer* list. If not, select the correct printer from the list.
4. Click the **Print** button to print to the designated printer.

2.1.3.7 Netscape Users

Perform the following steps to print an Online Help topic using Netscape:

1. Click anywhere in the right panel.
2. Click the **Print** button on the browser toolbar. The topic you are currently viewing prints to the designated printer.

   or

1. Click anywhere in the right panel.
2. Select **Print** from the **File** menu. A *Print* window displays.
3. Ensure that the appropriate printer is selected in the *Printer Name* drop-down list. If not, select the correct printer from the list.
4. Click **OK** to print to the designated printer.

2.1.4 Tutorial

To view a SEVIS demonstration, click the **<u>Tutorial</u>** link on the navigation bar. Follow the instructions on the screens of the demonstration. Click the **Close** () button in the upper-right corner of the window to close the demonstration.

Note: The tutorial cannot be viewed using versions of Netscape lower than 4.79. If you are using an older version and wish to view the tutorial, go to the Netscape web site and download Version 4.79 (or higher). Also, for best results, the online tutorial should be viewed using a 17-inch or larger monitor with a monitor setting of 1024x768.

2.2 Accessing SEVIS

SEVIS requires use of the following:

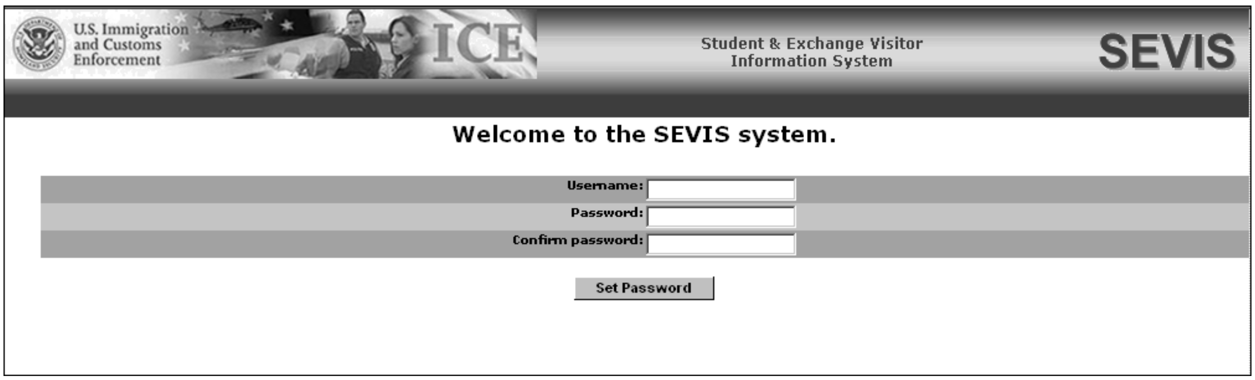
- Internet Explorer Version 5.0 or higher or Netscape Version 4.79 or higher
- Adobe Acrobat Version 5.0 or higher

- Laser printer—Laser Postscript printer with 32MB of RAM (96MB is recommended) or a Laser printer with 32MB of RAM (64MB is recommended).

An authorized user must have a permanent user ID and password to access SEVIS. When approved to use SEVIS, you will receive an email message containing your user ID and a second message containing a secure link to SEVIS. The secure link is associated with your user ID only and is active until you create your password. It can only be used to create a password for your user ID. To use the link and create your password, perform the following:

1. Click the link contained in the email message. The system displays the *Set Password* screen. Exhibit 4, SEVIS—Set Password, is an example of the screen.

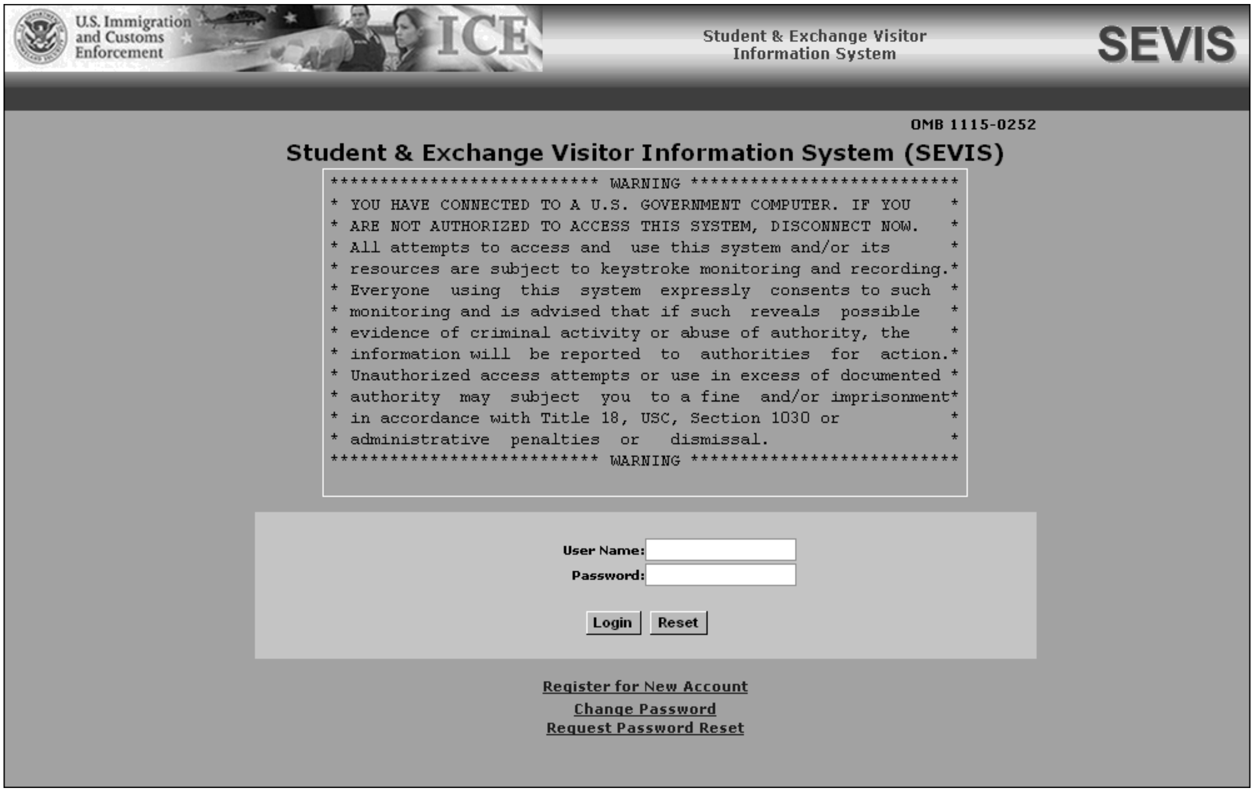
Exhibit 4: SEVIS—Set Password



2. Enter your user ID in the **Username** field.
3. Enter your password in the **Password** field. Refer to Section 2.2.1, Guidelines for Passwords, for instructions on creating a password.
4. Enter your password again in the **Confirm Password** field.
5. Click the **Set Password** button. The system displays a message indicating that you have successfully created a password. If the password is not successfully created, a message indicating the reason displays and you will be able to enter the appropriate data.
6. Once the password is successfully created, click **OK** and the system displays the *SEVIS Login* screen. Exhibit 5, SEVIS Login Screen, is an example of the screen.

Note: After creating your password, use the *SEVIS Login* screen (https://egov.immigration.gov/sevis/) to access SEVIS and perform all of your SEVIS-related tasks.

Exhibit 5: SEVIS Login Screen



2.2.1 Guidelines for Passwords

See Online Help for specific requirements for creating a SEVIS password. General guidelines for SEVIS passwords are as follows:

- You cannot reuse your previous six passwords.
- SEVIS passwords have a maximum life span of 90 days. When you log into SEVIS after 90 days, the system automatically displays the *Change Password* screen. See Section 2.2.2, Change Password Every 90 Days, for instructions.
- Protect your password. If you suspect that your password has been compromised and you are unable to change it using the **Change Password** link, use the **Request Password Reset** link or contact the SEVIS Help Desk (1-800-892-4829) to have your password reset.
- SEVIS user IDs and passwords are suspended after three unsuccessful log-in attempts. Use the **Request Password Reset** link on the *SEVIS Login* screen or contact the SEVIS Help Desk (1-800-892-4829) to have your access to SEVIS reinstated.
- Do not share your user ID and password. At no time and under no circumstances is your SEVIS user ID and password to be shared with anyone, either on a transitory or permanent basis.

2.2.2 Change Password Every 90 Days

You must change your password every 90 days. After 75 days, when you log into SEVIS, the system displays a message asking if you would like to change your password at that time. If you click the **Cancel** button, you will be logged into the system. If you click **OK**, the *Change Password* screen displays. After 90 days, when you log into SEVIS, the system automatically displays the *Change Password* screen and you must change your password.

To change your password, perform the following:

1. Enter your current password in the **Old Password** field.
2. Enter your new password in the **New Password** field.

   Note: You cannot reuse any of your previous six passwords.
3. Enter your new password again in the **Confirm New Password** field.
4. Click the **Change Password** button. The system displays a message indicating that the password has been changed.
5. Click **OK** to display the *SEVIS Login* screen. Be sure to use your new password when logging into SEVIS.

   Note: If at any time, you suspect that your password has been compromised and you are not able to change it using the **Change Password** link, use the **Request Password Reset** link or contact the SEVIS Help Desk (1-800-892-4829) to have your password reset.

2.2.3 Change Password Voluntarily

You may change your password as often as once a week using the **Change Password** link on the *SEVIS Login* screen. To change your password, perform the following:

1. Click the **Change Password** link on the *SEVIS Login* screen. The system displays the *Change Password* screen.
2. Enter your SEVIS user ID in the **User Name** field.
3. Enter your current password in the **Old Password** field.
4. Enter your new password in the **New Password** field.

   Note: You cannot reuse any of your previous six passwords.
5. Enter your new password again in the **Confirm New Password** field.
6. Click the **Change Password** button. The system displays a message indicating that the password has been changed.
7. Click **OK** to display the *SEVIS Login* screen. Be sure to use your new password when logging into SEVIS.

2.2.4 Request Password Reset

The Request Password Reset option is available for users to request a new SEVIS password. Use this function for any of the following reasons:

- You have forgotten your SEVIS password.
- Your SEVIS account is locked due to three unsuccessful log-in attempts or 90 days of inactivity.
- You suspect that your SEVIS password has been compromised and you are unable to use the Change Password function.

To request to have your password reset, perform the following:

1. Click the **Request Password Reset** link on the *SEVIS Login* screen. The *Request Password Reset* screen displays.
2. Enter your SEVIS user ID in the **User Name** field.
3. Click the **Submit Request** button. A message displays informing you that the request has been submitted to SEVIS.

Note: An email is sent to the email address associated with the SEVIS user ID. It provides instructions for creating a new SEVIS password.

2.2.5 Additional Information About the SEVIS Login Screen

Additional information about the *SEVIS Login* screen follows:

- **Reset** button—Click this button to return all entries to the previous values.
- **Register for New Account** link—This link is used to create a temporary user ID and password and complete the Form DS-3036, Exchange Visitor Program Application. This link is ***not*** used to obtain a permanent user ID and password for program sponsor officials.
- **Change Password** link—Use this link to voluntarily change your password. See Section 2.2.3, Change Password Voluntarily, for instructions.
- **Request Password Reset** link—Use this link if you have forgotten your password or your SEVIS account is locked. See Section 2.2.4, Request Password Reset, for instructions.

Note: After 20 minutes of inactivity, your session will time out and you will have to log in again in order to use SEVIS. This will also happen if you log out of the system improperly; that is, using the **Close** (☒) button. Use the **Logout** link on the navigation bar to properly exit SEVIS.

2.2.6 Log Into SEVIS

When accessing SEVIS via the Internet (https://egov.immigration.gov/sevis/), a *Security Alert* window displays. Click the **Yes** button to continue to the *SEVIS Login* screen (see Exhibit 5).

Note: After creating your initial password, use the *SEVIS Login* screen to access SEVIS and perform all of your SEVIS-related tasks.

To log into SEVIS, perform the following:

1. Access the *SEVIS Login* screen at https://egov.immigration.gov/sevis/.

2. Enter your user ID in the **User Name** field.
3. Enter your password in the **Password** field.

   WARNING: Be careful when entering a password.

   - **Caps Lock—**Passwords are case sensitive. If you have the **Caps Lock** key on the keyboard turned on and you intend to enter “abcdeF#9” the system reads the following password: ABCDEf#9. To SEVIS, these passwords are not the same.
   - **Numeric Keypad—**If you are using the numeric keypad to enter numbers, be sure to turn on the **Num Lock** key. Otherwise, enter numbers using the keys above the top row of alphabetic characters on the keyboard.
4. Press **Enter** or click the **Login** button. The system displays the Paperwork Reduction Act notice.
5. Read the information and click the **I Have Read and Understand This Notice** button to continue.

2.2.7 Log Out of SEVIS

To exit SEVIS at any time, click the **Logout** link on the navigation bar. Exhibit 6, Navigation Bar—Logout Link, shows the location of the link.

Note: If the system should lockup at any time, click the **Close** (☒) button on the browser window to exit SEVIS.

WARNING: If you click the **Close** (☒) button on the browser window, you must wait 20 minutes before you can log back into SEVIS. If you try to access the system before the end of 20 minutes, the following message will display: “A user is already logged on with this user name.” Use the **Logout** link on the navigation bar to properly exit SEVIS.

Exhibit 6: Navigation Bar—Logout Link

2.3 Updating Program Information (Forms DS-3036 and DS-3037)

SEVIS enables ROs and AROs to use the Form DS-3037 to update program information and perform tasks such as requesting brochures; requesting an allotment of Forms DS-2019; and adding, updating, and deleting AROs. To perform these tasks, you must begin by selecting the appropriate program sponsor on the *Listing of Programs* screen. Exhibit 7, Listing of Programs, is an example of the screen.

Exhibit 7: Listing of Programs

Certain program information can be updated by a program sponsor official without DoS approval. However, submitted changes for other updates must be reviewed and approved by DoS. The tasks requiring DoS approval also require you to print the Form DS-3036 or DS-3037 and submit the Form and supporting documentation, if any, to DoS. Once DoS reviews and approves or denies the change or request, the program sponsor record is updated, as necessary.

Exhibit 8, Program Sponsor Information, is an example of the screen that enables you to submit requests to DoS and make changes to your program information. The screen contains summary information for the selected program, including program officials' information. The left side of the screen contains three menus: **Actions**, **Edits**, and **Lists/Reports**. The options, or links, on each menu provide you with the ability to complete a variety of tasks. The procedures for making requests and/or changes to program information are described in the following sections.

Exhibit 8: Program Sponsor Information

2.3.1 Actions Menu

The **Actions** menu may contain the following options (listed in alphabetical order):

- Amendment
- Cancel Program
- Change Program Sponsor Name
- Pending Requests
- Redesignation
- Register for Batch Processing
- Request Allotment of DS-2019
- Request Brochures

These options are discussed in detail in the subsequent sections.

2.3.1.1 Amendment

The Amendment option enables a program sponsor to add more categories to its initial designation, as long as those categories comply with DoS business rules (see Attachment A, Participation by Category Matrix).

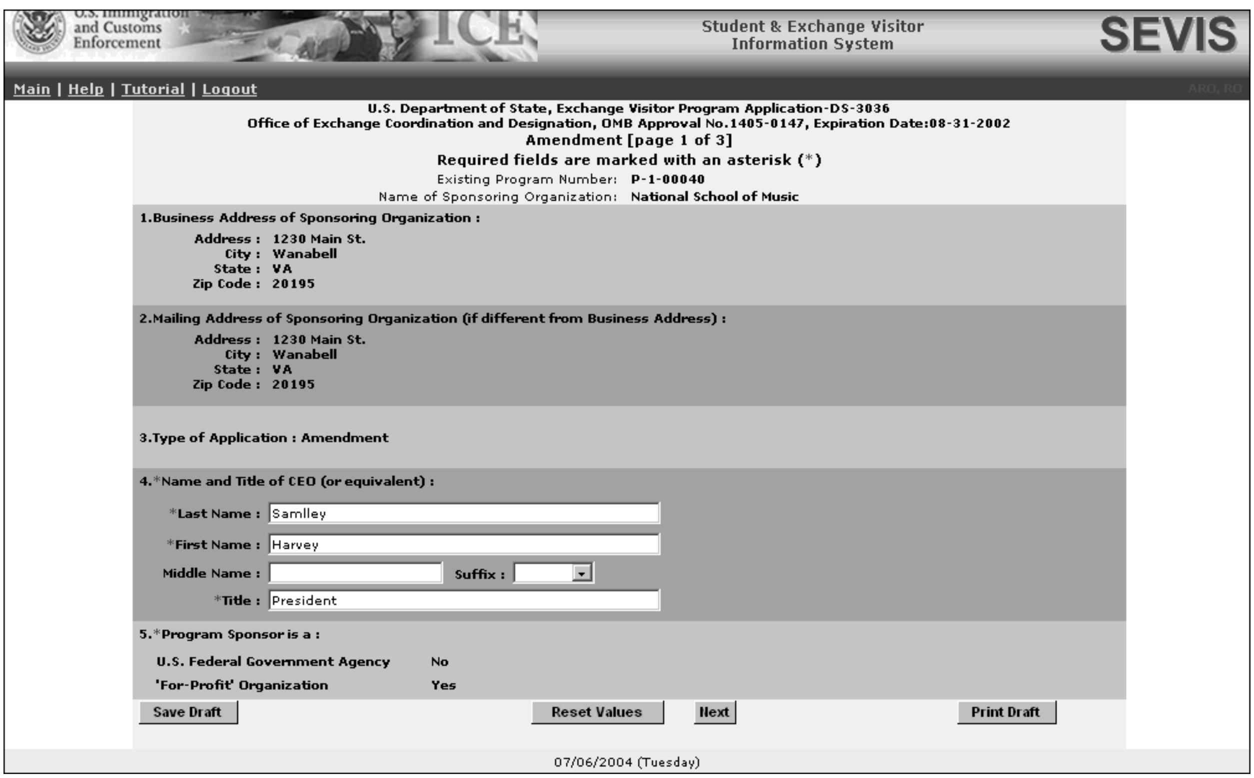
The amendment process is similar to the initial designation process. An RO or ARO must complete and submit an amendment to the program's original Form DS-3036 using SEVIS. The completed application must also be printed and mailed with supporting documentation to DoS. (No fee is required.) If the application is approved, the program's designation will be updated to include the additional categories.

2.3.1.1.1 COMPLETE AMENDMENT PAGE 1

To complete Page 1 of the Amendment request, perform the following:

1. On the *Listing of Programs* screen, click the specific link in the **Name of Program** column for the program whose current program designation you wish to amend. The *Program Sponsor Information* screen displays.
2. Click the **Amendment** link on the **Actions** menu to display the first page of the Form DS-3036, as depicted in Exhibit 9, Amendment Page 1, which includes current data for the selected program.

Exhibit 9: Amendment Page 1



3. If necessary, modify Section 4, Name and Title of CEO [Chief Executive Officer] (or equivalent).
4. Click one of the following buttons:

Save Draft	If applicable, after completing the required fields on Page 1, click this button to save the data entered on this page. **Note:** You **do not** need to click this button before advancing to the next page of the Form DS-3036. SEVIS automatically saves data when you click the **Next** button.
Reset Values	Click this button to return all unsaved entries on the page to the previous values.
Next	Click this button to automatically save the data that have been entered on Page 1 and advance to Page 2 of the amendment request.
Print Draft	Click this button to print a draft copy of the amendment request.

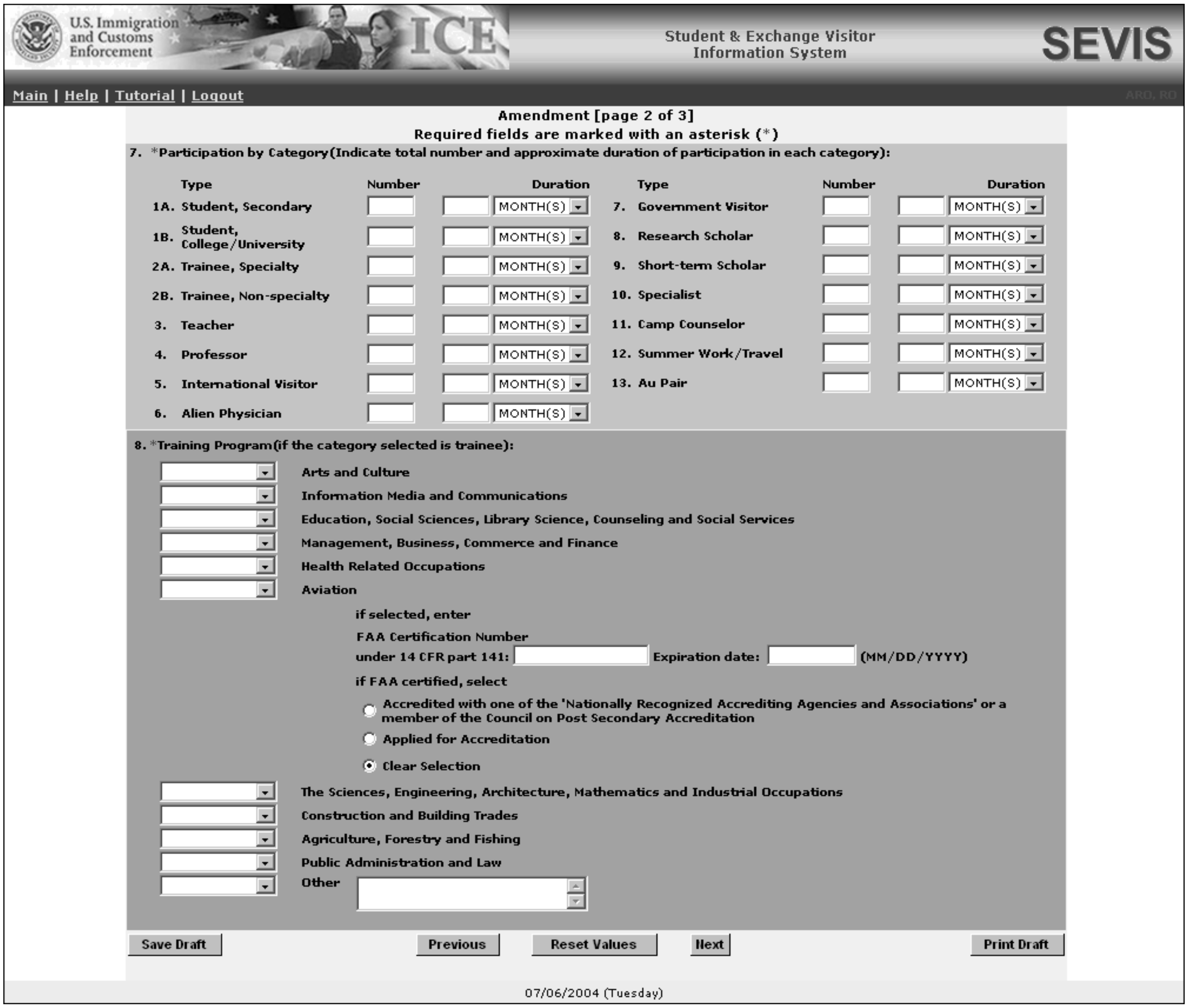
2.3.1.1.2 COMPLETE AMENDMENT PAGE 2

Exhibit 10, Amendment Page 2, is an example of the screen used to enter information regarding the category(ies) that you wish to add. Refer to Attachment A, Participation by Category Matrix, for guidance on which categories may be added to your program.

Note: The Exchange Visitor Program regulations provide for specific categories for education and cultural exchanges. Each of the 13 categories has specific requirements, set forth in 22 CFR Part 62 Subpart B. Currently designated sponsors with approval to accept participants in these categories cannot amend their programs. Although SEVIS enables you to complete and submit an amendment request, these programs should not be amended. DoS will deny the amendment request. The categories that cannot be amended are as follows:

- Au Pair
- Camp Counselor
- Secondary Student
- Summer Work/Travel
- Teacher
- Trainee (Aviation/Flight Training)
- Trainee, Specialty and/or Trainee, Non-specialty—Programs may submit one Form DS-3036 or amendment request to participate in both of these categories, but may not combine them with any other categories (for example, the Trainee, Specialty category may not be combined with the Alien Physician category on the same Form or amendment request)

Exhibit 10: Amendment Page 2



U.S. Immigration and Customs Enforcement ICE Student & Exchange Visitor Information System SEVIS

Main | Help | Tutorial | Logout

Amendment [page 2 of 3]
Required fields are marked with an asterisk (*)

7. *Participation by Category(Indicate total number and approximate duration of participation in each category):

Type	Number	Duration	Type	Number	Duration
1A. Student, Secondary		MONTH(S)	7. Government Visitor		MONTH(S)
1B. Student, College/University		MONTH(S)	8. Research Scholar		MONTH(S)
2A. Trainee, Specialty		MONTH(S)	9. Short-term Scholar		MONTH(S)
2B. Trainee, Non-specialty		MONTH(S)	10. Specialist		MONTH(S)
3. Teacher		MONTH(S)	11. Camp Counselor		MONTH(S)
4. Professor		MONTH(S)	12. Summer Work/Travel		MONTH(S)
5. International Visitor		MONTH(S)	13. Au Pair		MONTH(S)
6. Alien Physician		MONTH(S)			

8. *Training Program(if the category selected is trainee):

Arts and Culture
Information Media and Communications
Education, Social Sciences, Library Science, Counseling and Social Services
Management, Business, Commerce and Finance
Health Related Occupations
Aviation
if selected, enter
FAA Certification Number under 14 CFR part 141: Expiration date: (MM/DD/YYYY)
if FAA certified, select
Accredited with one of the 'Nationally Recognized Accrediting Agencies and Associations' or a member of the Council on Post Secondary Accreditation
Applied for Accreditation
Clear Selection
The Sciences, Engineering, Architecture, Mathematics and Industrial Occupations
Construction and Building Trades
Agriculture, Forestry and Fishing
Public Administration and Law
Other

Save Draft Previous Reset Values Next Print Draft

07/06/2004 (Tuesday)

Below is a list with explanations of the sections/fields on this screen. An * (asterisk) precedes the sections and fields that must be completed. To complete this screen, enter the following data:

Section	Description/Explanation
* **7. Participation by Category (Indicate total number and approximate duration of participation in each category)**	You may request authorization to sponsor EVs in 1 or more of 13 categories. For each additional category for which you are applying, enter the number of EVs expected in that category in the **Number** column. **Note: Do not** include the previously approved categories for the program. In the next box, enter the duration of the EV

Section	Description/Explanation
	participation (that is, the amount of time required to complete the program), then select the appropriate time period: days, weeks, months, or years. **Note:** The regulation (22 CFR 62.8) requires program sponsors other than the Federal Government to have no fewer than five EVs per calendar year for a minimum of 3 weeks.

Below is a list of the categories, including a brief description and/or explanation of each.

Category	Description/Explanation
Student, Secondary (1A) **Note:** This category is mutually exclusive; currently designated sponsors with approval to accept participants in this category cannot amend this program.	**Secondary School Students** (22 CFR 62.25). A separate application (Form DS-3036) must be completed for this subcategory, which affords students an opportunity to study in an accredited U.S. secondary school while living with an American host family. Participants in this category must meet the following three requirements: 1. Secondary students who have not completed more than 11 years of primary and secondary schooling, excluding kindergarten, in their home country 2. At least 15 but not more than 18-1/2 years of age at the time of initial school enrollment 3. Without previous participation as an EV for high school studies in the United States. Factors such as English language proficiency, maturity, character, and scholastic aptitude are critical. The <u>maximum duration of participation</u> for secondary school students (high school students) is a minimum of 1 academic semester and a maximum of 1 academic year.
Student, College/University (1B)	**College and University Students** (22 CFR 62.23). Participants in this category must be pursuing a full course of study at accredited post-secondary educational institutions in the United States. Academic training is permitted, if approved by the program sponsor, but study must be the primary purpose of the EV's program in the United States. Students are eligible for participation when they are not substantially supported by personal funds and when they meet the funding requirements outlined in 22 CFR 62.23(c)(4).

Category	Description/Explanation
	The maximum duration of participation for college and university students is unlimited, as long as they are enrolled full time in programs that lead to a degree. If enrolled in a non-degree program, the duration of participation shall not exceed 24 months, including academic training.
Trainee, Specialty (2A) **Trainee, Non-specialty (2B)** **Note:** A separate application (Form DS-3036) must be completed for the Flight Training/Aviation category (which is a non-specialty trainee category). For example, if the applicant wishes to conduct training programs in both **Aviation,** and **The Sciences, Engineering, Architecture, Mathematics, and Industrial Occupations**, two applications (Forms DS-3036) must be submitted.	The primary objectives of the Trainee program (22 CFR 62.22) are to enhance an EV's skills in his or her specialty or non-specialty occupation through participation in a structured training program and to improve the participant's knowledge of American techniques, methodologies, or expertise within the individual's field of endeavor. Although training often occurs in a workplace setting, the training must be *bona fide*, and not merely employment. Generic training plans for each requested training occupation and duration of training being offered must be submitted with the application. Designated program sponsors are required to ensure that *individual* training plans are prepared for selected trainees and forwarded to them prior to entry into the United States. Sponsors must also ensure that continuous supervision and periodic evaluation are provided. Training is limited to the occupational category or categories for which the program sponsor has obtained the Department's designation. The maximum duration of participation is 24 months for flight-training programs. **Note:** Fixed wing (airplane) flight-training programs should specify 24 months **only** if they have the Air Transport Pilot (ATP) rating on their Federal Aviation Administration (FAA) certificate. All other flight-training programs (that is, rotorcraft/ helicopter) should specify no more than 18 months. The maximum duration of participation for a trainee is 18 months unless DoS limits a sponsor's designation to a lesser amount of time, for example a 12-month training program. An extension of a program beyond

Category	Description/Explanation
	the designated length would be considered an extension beyond the maximum duration of participation and require DoS approval. **Note:** Section 8 (Training Program) on the electronic Form DS-3036 must be completed if the **Trainee** category is selected.
Teacher (3) **Note:** The Teacher category is mutually exclusive; currently designated sponsors with approval to accept participants in this category cannot amend this program.	This category (22 CFR 62.24) is for individuals teaching full-time in an accredited primary or secondary educational institution. A participant in this category must satisfy **all** of the following: 1. Meet the qualifications for teaching in primary or secondary schools in his or her home country 2. Satisfy the standards of the U.S. state in which he or she will teach 3. Have a minimum of 3 years of teaching or related professional experience Copies of the approval letters obtained from the State Departments of Education for each state in which foreign teachers will be placed must be submitted to DoS with this application. The <u>maximum duration of participation</u> for this category shall not exceed 3 years.
Professor (4)	This category (22 CFR 62.20) is for individuals who are involved primarily in teaching, lecturing, observing, or consulting at accredited post-secondary educational institutions, museums, libraries, or similar institutions. A professor may also conduct research, unless disallowed by the program sponsor. The <u>maximum duration of participation</u> for this category shall not exceed 3 years. **Note:** An RO or ARO has the discretionary authority to extend the program of a professor up to 6 months beyond the maximum duration of 3 years (for a total of 42 months) in order to permit the professor to complete a specific project or research activity.

Category	Description/Explanation
International Visitor (5)	This category (22 CFR 62.28) is reserved for use by the U.S. Department of State. International Visitors are potential or recognized leaders in their own countries. The maximum duration of participation for this category shall not exceed 1 year.
Alien Physician (6)	The Educational Commission for Foreign Medical Graduates (ECFMG) is the only sponsor authorized to use this category. This category (22 CFR 62.27) is for foreign physicians pursuing American medical board certification through graduate education or training at accredited U.S. schools of medicine, or other U.S. institutions, through a Clinical Exchange Program. All foreign physicians in this category must successfully complete ECFMG-administered examinations that measure their command of the medical sciences. All foreign physicians are subject to the 2-year home-country physical presence requirement as stipulated in Section 212 (e) of the Immigration and Nationality Act and Public Law 94-484. **Note:** The J visa does not provide for programs with hands-on or direct-patient contact, such as veterinarian, dental, or nursing training. The maximum duration of participation for the Alien Physician category shall not exceed 7 years.
Government Visitor (7)	This category (22 CFR 62.29) is reserved for use by Federal, State, or local Government agencies. Participation in this category is for participants who are recognized as influential or distinguished persons, and who are selected by a Federal, State, or local Government agency to participate in observation tours, discussions, consultations, professional meetings, conferences, workshops, and travel. The maximum duration of participation for this category shall not exceed 18 months.

Category	Description/Explanation
Research Scholar (8)	Research scholars (22 CFR 62.20) primarily conduct research, observe, or consult in connection with a research project at research institutions, corporate research facilities, museums, libraries, accredited post-secondary educational institutions, or similar types of institutions. The research scholar may also teach and lecture (unless disallowed by the program sponsor) provided that these activities are incidental and do not extend the period of participation beyond the maximum duration. The maximum duration of participation for this category shall not exceed 3 years. **Note:** An RO or ARO has the discretionary authority to extend the program of a research scholar up to 6 months beyond the maximum duration of 3 years (for a total of 42 months) in order to permit the research scholar to complete a specific project or research activity.
Short-Term Scholar (9)	A short-term scholar (22 CFR 62.21) is a professor, research scholar, or person with similar education or accomplishments coming to the United States on a short-term visit to lecture, observe, consult, train, or demonstrate special skills at research institutions, museums, libraries, accredited post-secondary educational institutions, or similar organizations. The maximum duration of participation for this category shall not exceed 6 months. No extensions will be permitted.
Specialist (10)	This category (22 CFR 62.26) is for experts who will exhibit specialized knowledge or skills in the United States. Such exchanges are primarily non-academic and provide opportunities to increase the exchange of knowledge and ideas between American and foreign specialists. The maximum duration of participation for this program shall not exceed 1 year.

Category	Description/Explanation
Camp Counselor (11) **Note:** This category is mutually exclusive; currently designated sponsors with approval to accept participants in this category cannot amend this program.	The Camp Counselor Program (22 CFR 62.30) facilitates the entry of foreign nationals to serve as counselors in U.S. summer camps. Under no circumstances shall program sponsors facilitate the entry into the United States of a participant for whom a camp placement has not been prearranged. The maximum duration of participation for this program shall not exceed 4 months. No extensions will be permitted.
Summer Work/Travel (12) **Note:** This category is mutually exclusive; currently designated sponsors with approval to accept participants in this category cannot amend this program.	The Summer Work/Travel Program (22 CFR 62.32) is designed to provide foreign post-secondary students the opportunity to work and travel in the United States for a 4-month period during summer vacations. The maximum duration of participation for this program shall not exceed 4 months. No extensions will be permitted.
Au Pair (13) **Note:** This category is mutually exclusive; currently designated sponsors with approval to accept participants in this category cannot amend this program.	The Au Pair Program (22 CFR 62.31) is designed to give foreign nationals the opportunity to live with an American host family and participate directly in the home life of that family while providing limited child-care services. The au pair participant is also required to enroll in an accredited U.S. post-secondary educational institution for not less than 6 hours of academic credit or its equivalent. The EduCare Program component of this category limits work hours to 30 hours per week, and requires 12 hours of academic credit or its equivalent. The maximum duration of participation for this program shall not exceed 1 year.

Below is an explanation of Section 8, Training Program, on Page 2 of the electronic Form DS-3036. This section must be completed if the **Trainee** category was selected in Section 7, Participation of Category. To complete Section 8, perform the following:

Section	Description/Explanation
* **8. Training Program (if the category selected is trainee)**	Trainee may be selected on an amendment application only if the program is currently designated for that category and the program sponsor wishes to add occupational categories. When Trainee is selected under Participation by Category (Section 7 of the electronic Form), one or more occupational categories (identified as Training Programs on the screen) must be specified. Do that by selecting **Specialty**, **Non-specialty**, or **Both** next to the name of the occupational category or categories for which you are applying. **Note:** If the occupational category **Other** is selected for a Trainee program, an explanation must be entered in the text box provided. A **specialty occupation** is one that requires both theoretical knowledge and practical experience in a highly specialized field (for example, public and business administration, architecture, accounting, the sciences, or journalism). To participate in specialty training, an EV must have at least a relevant academic degree or recognized professional certificate. A **non-specialty occupation** is one for which an EV must possess at least 2 years of education or experience in the field in which he or she will be trained. **Note:** An aviation-training program, which can only be non-specialty, requires a separate application (Form DS-3036). The following guidelines also apply to this section: • If **Aviation** is selected, enter the FAA certification number and the certification expiration date. • Specify that the program is accredited, or that an accreditation application has been submitted by selecting one of the radio buttons (**Accredited with one of the 'Nationally Accrediting**

Section	Description/Explanation
	Agencies and Associations' or a member of the Council on Post Secondary Accreditation, or **Applied for Accreditation**). • If you select one of these radio buttons by mistake, click the **Clear Selection** radio button. A training plan must be submitted for each kind of occupational category specified. Furthermore, a separate training plan must be submitted when, for a given kind of training, both specialty and non-specialty training is specified. For example, selecting **Arts and Culture** with the type **Specialty**, and **Health Related Occupations** with the type **Both**, would require submission of three training plans. Each plan should be "generic," that is, applicable to all trainees in the specified field, and not tailored to particular individuals (individual plans are written only after designation). Each plan should subdivide the training **program** into phases, specifying the duration and objectives of each phase, and showing how each phase builds on the previous one. Each plan must also include: 1. A statement of the training objectives 2. A list of skills to be imparted to the trainee 3. A copy of the training syllabus 4. A justification for any proposed on-the-job training 5. A description of how the trainee will be supervised and evaluated

Click one of the following buttons:

Save Draft	Click this button to save the data that you have entered on this page.
Previous	Click this button to return to the previous page of the amendment request. **WARNING:** Be sure to save the data entered on this page before selecting the **Previous** button. If you do not save first, the data entered on this page will be lost.
Reset Values	Click this button to return all unsaved entries on the page to the previous values.

Next	Click this button to automatically save the data that you have entered and advance to Page 3 of the amendment request.
Print Draft	Click this button to print a draft copy of the amendment request.

2.3.1.1.3 COMPLETE AMENDMENT PAGE 3

Exhibit 11, Amendment Page 3, is an example of Page 3 of the amendment request.

Exhibit 11: Amendment Page 3

Below is a list with explanations of the sections/fields on this screen. All of the sections on this page must be completed **for the new categories for which you are applying**. To complete this screen, enter the following data:

Field	Description/Explanation
* **9. Method of Selection and Arrangements for Financial Support of Exchange Visitor while in the U.S.**	No more than 500 characters can be entered into this text box, and you may find it difficult or impossible to supply all the requested information in this space. In such cases, use the text box to address, at least briefly, each of the 6 categories listed below. Enter for each, as necessary, "Additional supporting documentation to be supplied by mail." 1. Selection of Exchange Visitors (22 CFR 62.10(a)) 2. Program Costs/Fees and Deposits/Refunds 3. Program Funding/Financial Support 4. Health Care Insurance (22 CFR 62.14) 5. Orientation (22 CFR 62.10) 6. Consortium Information Mail the relevant documents with the signed and notarized copy of the Form DS-3036 and other supporting documentation within 30 calendar days of submitting the electronic Form DS-3036 in SEVIS.
* **10. Purpose or Objective**	Provide information about the program's purpose and objectives. Explain how the program will promote better understanding, and improve communications, between people in the United States and other nations of the world through international educational and cultural exchange. **Note:** No more than 500 characters can be entered into this text box and you may find it difficult or impossible to supply all the requested information in this space. In such cases, provide a brief explanation in the text box and enter, "Additional supporting documentation to be supplied by mail."
* **11. Outline of Proposed Activities**	Provide an outline of proposed cross-cultural activities for each category selected. While there is no set number of such activities required, program sponsors must offer a reasonable number of cross-cultural activities, such as sports, cultural, and social activities. Describe the planned cross-cultural activities that would acquaint

Field	Description/Explanation
	participants with American society, culture, and institutions. **Note:** Due to the nature of the **Short-Term Scholar** category, such cross-cultural activities are encouraged but not required. **Note:** No more than 500 characters can be entered into this text box and you may find it difficult or impossible to supply all the requested information in this space. In such cases, provide a brief explanation in the text box and enter, "Additional supporting documentation to be supplied by mail."
* **12. Arrangements for Supervision**	Provide the following information regarding the supervision, direction, evaluation, and monitoring of the programs (22 CFR 62.10). • Describe provisions for the supervision, evaluation, and monitoring of the participants and host families, as applicable. For **Secondary School Programs**, also include information on the approximate ratio of program sponsor representatives to students within the 150-mile radius specified by regulations 22 CFR 62.25(d)(2). • Provide details on, in case of emergency, how participants can easily contact the program sponsor. • Provide details regarding where participants will stay while in the United States. Include information on arrangements or procedures to be used to place prospective participants in private homes, as applicable. • If there are written materials that define precisely the purpose and objectives of the program, as well as the financial arrangements under which the program is to be administered, enclose a copy with the application. • Post-secondary educational institutions shall include a copy of any current agreements, if applicable.

Field	Description/Explanation
	Note: No more than 500 characters can be entered into this text box and you may find it difficult or impossible to supply all the requested information in this space. In such cases, provide a brief explanation in the text box and enter, "Additional supporting documentation to be supplied by mail."
* **13. Role of Other Organizations Associated with Programs (if any)**	Provide the names and addresses of your organization's foreign affiliates/partners/offices, if any, and the names of their key officers who may be associated with the overall administration of the program. In addition, include a list of domestic affiliated organizations and companies, if any, with whom your organization is cooperating in exchange activities. Advise if any of these organizations have their own designations to carry out an exchange program. **Note:** Completion of this field is mandatory; enter "**N/A**" if it does not apply. **Note:** No more than 500 characters can be entered into this text box and you may find it difficult or impossible to supply all the requested information in this space. In such cases, provide a brief explanation in the text box and enter, "Additional supporting documentation to be supplied by mail."
* **14. Organization**	In the empty text box, fill in the title of a person or group (for example, Board of Trustees or Board of Directors). Do not enter a person's name. **Note:** This information may be obtained from your Articles of Incorporation.

Click one of the following buttons:

Save Draft	Click this button to save the data entered on this page.
Previous	Click this button to return to the previous page of the amendment request. **WARNING:** Be sure to save the data entered on this page before selecting the **Previous** button. If you do not save first, the data entered on this page will be lost.
Reset Values	Click this button to return all unsaved entries on the page to the previous values.
Submit	Click this button to submit the amendment request to DoS for review. Once submitted, you will not be able to make changes to the request; the RO and

	AROs can only view and print the Form DS-3036. See Section 2.3.1.1.4, Submit the Amendment Request, for additional information.
Print Draft	Click this button to print a draft copy of the amendment request. It is recommended that you print the draft Form DS-3036 prior to submission of the Form in SEVIS. Printing the draft Form allows you to review a paper copy of the data for accuracy. You may make necessary corrections prior to submission of the Form. See Section 2.4, Print a Form DS-3036, Form DS-3037, or Draft Form, for printing instructions.

2.3.1.1.4 Submit the Amendment Request

The amendment process is similar to the initial Designation process. The RO or ARO must complete and submit an amendment to the program's original designation using SEVIS. There is no fee for submitting an amendment request, and only 1 amendment request should be submitted.

The completed application must also be printed, signed, notarized, and mailed with supporting documentation to DoS at the following address:

Exchange Visitor Program Designation Staff
Office of Exchange Coordination and Designation
Bureau of Educational and Cultural Affairs
U.S. Department of State, SA-44, Room 734
301 4th St., S.W.
Washington, DC 20547

DoS will use SEVIS to view and approve or deny the amendment request. Once DoS reviews the application, the following outcomes are possible:

- **Approved—**The submitter of the request will receive approval notification by email. The additional categories will be added to the program.
- **Request for Information—**Additional information is required for processing the request. The individual who submitted the request will receive an email indicating that information is requested. A letter outlining the need for additional information will be sent by fax or the U.S. Postal Service. When DoS marks in SEVIS that they have received the information, an email is automatically sent to the individual who submitted the request indicating that the material has been received and the review process will continue.
- **Denied—**The submitter of the request will receive notification by a mailed letter that will provide specific information regarding the basis for denial. There are no means to appeal this decision. **Note:** An application that is denied cannot be appealed.

2.3.1.2 Cancel Program

Program sponsors who wish to discontinue participation in the Exchange Visitor Program must inform DoS of this decision.

Note: Once a program is canceled, additional program participants cannot be added, and extension and change of category requests cannot be submitted.

To cancel a program, perform the following:

1. On the *Program Sponsor Information* screen, click the **Cancel Program** link. The system displays the *Cancel Program* screen.
2. Click the **Cancel Program** button.

   WARNING: The program will be canceled immediately when you click the **Cancel Program** button.

   Note: Proper steps must be taken to transfer the existing participants out of the program. You may also allow the EVs to complete their programs, at which time their records will become Inactive. When there are no Active EVs in the program, the remaining users (RO/AROs) will receive an email informing them that their access to SEVIS for the canceled program has been deactivated.

2.3.1.3 Change Program Sponsor Name

A program sponsor wishing to have its name changed must submit a signed and notarized Form DS-3037 and new articles of incorporation to DoS. However, change of ownership requires the completion and submission of a new Designation Application (Form DS-3036).

To submit a request to change the name of your organization, perform the following:

1. On the *Listing of Programs* screen, click the specific link in the **Name of Program** column for the program requesting a name change. The *Program Sponsor Information* screen displays.
2. Click the **Change Program Sponsor Name** link on the **Actions** menu.
3. Enter the required information and click the **Change Name** button. A message displays indicating the successful submission of this request to SEVIS.
4. On the message screen, click the **Print DS-3037** button to print a copy of the Form. (See Section 2.4, Print a Form DS-3036, Form DS-3037, or Draft Form, for printing instructions.)

5. The signed Form and new Articles of Incorporation must be mailed to the address below before DoS will review the request.

   Exchange Visitor Program Designation Staff
   Office of Exchange Coordination and Designation
   Bureau of Educational and Cultural Affairs
   U.S. Department of State, SA-44, Room 734
   301 4th St., S.W.
   Washington, DC 20547

Following receipt of the Form and the Articles of Incorporation, DoS will process the request. The following outcomes are possible:

- **Application Approved—**The RO will receive approval notification by email.
- **Additional Information Required—**The RO will receive an email indicating that additional information must be provided so that DoS can continue processing the request. A letter outlining the need for additional information will be sent by fax or the U.S. Postal Service. When DoS receives the information and updates the request in SEVIS, the system will send an email to the submitter of the request indicating that the material has been received and the review process will continue.
- **Application Denied—**The submitter of the request will receive notification by a mailed letter that will provide specific information regarding the basis for denial.

2.3.1.4 Pending Requests

SEVIS provides you with the ability to view, print, and delete requests that are pending. Such requests include a request for Forms DS-2019 and adding program sponsor officials.

To view the requests that are pending, perform the following:

1. On the *Listing of Programs* screen, click the specific link in the **Name of Program** column for the program whose pending requests you wish to view, print, or delete. The *Program Sponsor Information* screen displays.
2. Click the **Pending Request** link on the **Actions** menu. Exhibit 12, Pending Requests, is an example of the screen that displays.

Exhibit 12: Pending Requests

3. Click one of the following links, if available, in the **Commands** column:
   - **View**—Click this link to view the request that has been submitted to DoS.
   - **Delete**—Click this link to delete the request that has been submitted to DoS.
   - **Print**—Click this link to print a copy of the selected request. See Section 2.4, Print a Form DS-3036, Form DS-3037, or Draft Form, for printing instructions.

2.3.1.5 Redesignation

Programs are approved to operate for a specific period of time. Six months before a program's approval to operate expires, SEVIS will provide an alert indicating that the expiration date is nearing. Another alert will display 3 months prior to the date of expiration.

Sponsors seeking redesignation may continue to operate their program(s) until DoS notifies them of a decision to extend or terminate their length of designation. There is no fee for requesting redesignation.

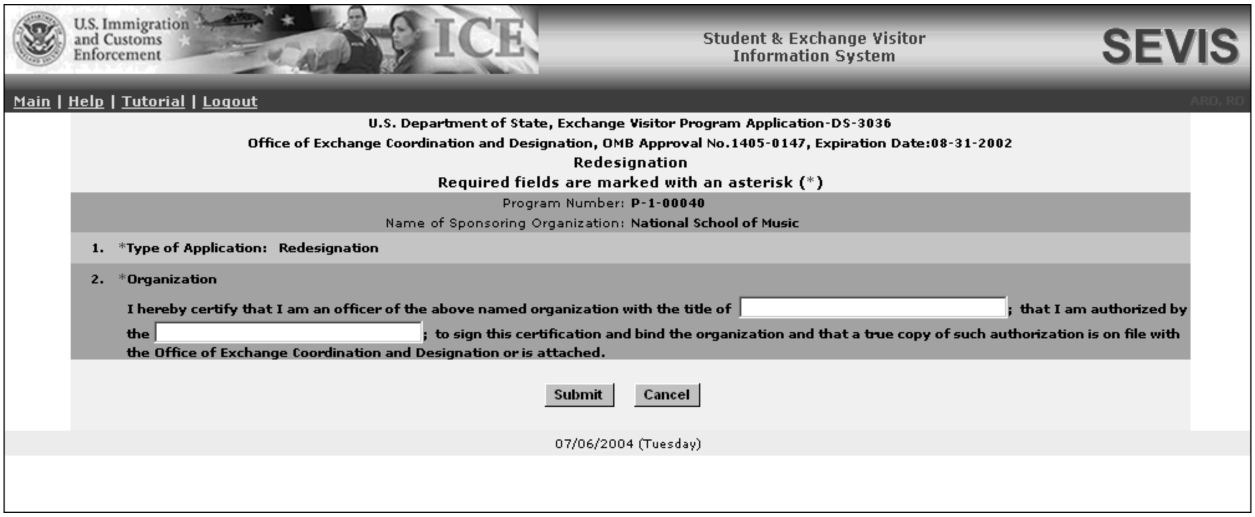
The subsequent sections provide instructions for completing and submitting the redesignation application in SEVIS.

2.3.1.5.1 COMPLETE THE REDESIGNATION APPLICATION

To complete the redesignation process, perform the following:

1. On the *Listing of Programs* screen, click the specific link in the **Name of Program** column for the program requesting redesignation. The *Program Sponsor Information* screen displays.
2. Click the **Redesignation** link on the **Actions** menu. Exhibit 13, Redesignation Screen, is an example of the screen that displays.

Exhibit 13: Redesignation Screen



3. Enter the required information, namely your title in relation to the sponsoring organization and the name of the authorizing body (for example, Board of Trustees).
4. Click one of the following buttons:

Submit	Click this button to submit the redesignation request to DoS. On the message screen that displays, click the **Print DS-3036** button and print a copy of the Form. This Form must be signed, notarized, and mailed to DoS. See Section 2.4, Print a Form DS-3036, Form DS-3037, or Draft Form, for printing instructions. See Section 2.3.1.5.2, Submit the Redesignation Request, for additional information.
Cancel	Click this button to return to the *Program Sponsor Information* screen.

2.3.1.5.2 SUBMIT THE REDESIGNATION REQUEST

Following the submission of the redesignation request in SEVIS, a signed and notarized copy of the request (Form DS-3036) must be mailed to DoS at:

Exchange Visitor Program Designation Staff
Office of Exchange Coordination and Designation
Bureau of Educational and Cultural Affairs
U.S. Department of State, SA-44, Room 734
301 4th St., S.W.
Washington, DC 20547

DoS will use SEVIS to view and approve or deny the redesignation request. Once DoS reviews the application, the following outcomes are possible:

- **Approved—**The RO and the submitter of the request, if different, will receive approval notification by email. The email will contain the length of time (1 or 2 years) for which the program has been approved.

  If DoS approved the redesignation request prior to the expiration of the current designation, then the redesignation term will take effect once the current designation period ends. However, if the redesignation is approved after the current designation period has expired, then the redesignation will begin immediately upon approval by DoS.
- **Request for Information—**Additional information is required for processing the request. The submitter of the request will receive an email indicating the information requested. A letter outlining the need for additional information will be sent by fax or the U.S. Postal Service. When DoS receives the information and updates the redesignation request in SEVIS, an email is automatically sent to the individual who submitted the request indicating that the material has been received and the review process will continue.
- **Denied—**The RO and the submitter of the request, if different, will receive notification by a mailed letter that will provide specific information regarding the basis for denial. There are no means to appeal this decision. **Note:** An application that is denied cannot be appealed.

2.3.1.6 Register for Batch Processing

Program sponsors and schools may use the batch data exchange to interface with SEVIS. Authorized organizations can utilize systems external to SEVIS to create and update student, EV, and dependent (visa types F, M and J) records and upload the records to SEVIS. Organizations may develop systems in-house or purchase third-party products to communicate with SEVIS and upload and download information (system-to-system).

The batch data exchange (batch interface) process is the method for automated exchange of data between SEVIS and programs, using the Internet. This exchange requires the registration of a digital certificate in SEVIS for those organizations that wish to use batch.

The RO or an ARO for a program wishing to use batch must register the digital certificate. Organizations that sponsor multiple programs must register the digital certificate for each program.

Note: At this time, an RO or ARO may register to use batch at only one program or school. However, one user may perform SEVIS duties for multiple programs and/or schools. In this situation, different ROs or AROs must register to perform the batch duties for the other program(s)/school. For example, Official A performs duties for programs X and Y, and school Z. Official A may register to use batch for only one program or school. If Official A registers to perform batch duties for Program X, Officials B and C must register to perform batch duties for Program Y and School Z.

Note: Prior to registering the digital certificate for use with SEVIS, download the certificate files with the "**.cer**" and "**.pem**" extensions to a secure location on your local area network. The procedures to download the certificate files will vary depending on the type of browser being used.

To register a digital certificate, perform the following:

1. On the *Listing of Programs* screen, click the specific link in the **Name of Program** column for the program that you wish to register. The *Program Sponsor Information* screen displays.
2. Click the **Register for Batch Processing** link on the **Actions** menu. The system displays the *Acceptance of Batch Interface Security Requirements* screen.
3. After reading the requirements, click the **Accept** button to proceed with the registration process. The system displays the *Batch Process Registration* screen. (If you click the **Reject** button, the system will display the *Program Sponsor Information* screen.)
4. To select the path name of the program's digital certificate, click the **Browse** button and locate the files with the "**.cer**" and "**.pem**" extensions.
5. Highlight the file name and click the **Open** button. The *Upload Certificate* screen displays with the path name shown in the text box.
6. Click the **Upload Certificate** button. If the certificate and the RO or ARO's credentials are confirmed by SEVIS, a *Confirmation* screen displays. However, if the system cannot validate the certificate and credentials, an error message will display. Remember, only digital certificates issued by VeriSign are valid for use with SEVIS.

Note: The Student and Exchange Visitor Program (SEVP) web site (http://www.ice.gov/graphics/enforce/imm/sevis/sevis.htm) and the Online Help contain additional information regarding the SEVIS Batch Interface process.

2.3.1.7 Request Allotment of Forms DS-2019

DoS allots a specific number of Forms DS-2019 to each Exchange Visitor Program. For an EV beginning a new program, when his or her Form is submitted, SEVIS automatically reduces the currently allotted total by one. SEVIS also increments the allotment of Forms available to your program by one when you change the status of an EV (record is in Initial status) to Invalid with the reason of Form Canceled or the system changes the status of the EV to Invalid.

Each program may apply for an additional allotment as needed. SEVIS sends program sponsors a notice alerting them that 80% of their electronic Form DS-2019 allotment has been used and it is time to request additional Forms. However, you may submit a request to DoS for an allotment of Forms DS-2019 at any time. DoS has the discretion to determine the number of Forms to provide to the program sponsor.

Note: You may no longer request additional Forms on your annual report. You must use SEVIS to request an additional allotment of Forms. If necessary, DoS will contact the RO to discuss the request.

Note: When using the Request Allotment feature to request an increase in the number of program participants, you must also submit written justification to DoS. See Section 2.3.2, Procedure for Requesting an Increase in the Number of Program Participants, for instructions on requesting approval to increase the number of program participants.

To request additional Forms DS-2019, perform the following:

1. On the *Listing of Programs* screen, click the specific link in the **Name of Program** column for the program requesting an allotment of Forms. The *Program Sponsor Information* screen displays.
2. Click the **Request Allotment of DS-2019** link on the **Actions** menu. The *Request Allotment* screen displays.
3. Enter the number of Forms requested.
4. Click the **Request Allotment** button.

   Note: If you are not able to submit this request, view the *Pending Requests* list for this program to determine whether another official has already submitted the request. Only one request can be processed at a time; no more than one request should be submitted at a time.

This action must be reviewed and approved by DoS; the following outcomes are possible:

- **Approved—**An email is sent to inform the RO and ARO who submitted the request, if different, that the request is approved.
- **Request for Additional Information—**Additional information is required for processing the request. The RO will receive an email indicating the information that is requested. When DoS receives the information, the review process will continue.
- **Denied—**An email is sent to inform the submitter of the request that the request has been denied.

2.3.1.8 Request Brochures

All Exchange Visitor Program sponsors may request copies of the “Exchange Visitor Welcome” and “Au Pair” brochures. To request copies of one or both of these brochures, perform the following:

1. On the *Program Sponsor Information* screen, click the **Request Brochures** link.
2. Enter the number of brochures requested and click the **Request Brochures** button. SEVIS automatically sends an email to the submitter of the request to confirm receipt of the sponsor’s request and to inform him or her when the brochures will be mailed.

2.3.2 Procedure for Requesting an Increase in the Number of Program Participants

This section explains the process for requesting an increase in the allotment of Forms DS-2019 for the purpose of expanding the number of participants in a program.

DoS is vested with the discretion to determine the number of participants in a given sponsor's program. In determining this number, the Department considers current program size, projected expansion of program size, and the current administration of the specific program. The Department is particularly concerned with requests for a significant expansion in a relatively short period of time. Requesting an increase in the number of program participants is a two-step process, including:

- An electronic submission through SEVIS
- Written justification

WARNING: The written justification must be received within 30 days of submission of the request in SEVIS. Otherwise, your request will be denied. See Section 2.3.1.7, Request Allotment of Forms DS-2019, for the procedures for the electronic submission of a request for an allotment of Forms.

When making a request for an increase in the number of Forms, the Department requests that you provide information that demonstrates the ability to select, place, and supervise additional EVs. The request must be:

- Prepared on your organization's letterhead
- Mailed or faxed to the Office of Exchange Coordination and Designation for processing.

Your written justification must address the following points:

1. The reason for the request for program expansion
2. Staff increases relevant to this anticipated program increase including before and after staffing patterns/personnel structures
3. Confirmation/assurance that the new employees/representatives have been adequately trained in order to assume their respective duties and responsibilities associated with this program expansion
4. Current financial information (including year-end financial statements/reports and a proposed business plan)
5. Any other information on how this program growth will be absorbed

The mailing address is:

Exchange Visitor Program Designation Staff
Office of Exchange Coordination and Designation
Bureau of Educational and Cultural Affairs
U.S. Department of State, SA-44, Room 734
301 4th St., S.W.
Washington, DC 20547

Additional contact information can be found on the Web (Office of Exchange Coordination and Designation, http://exchanges.state.gov/education/jexchanges/contact.htm)

2.3.3 Edits Menu

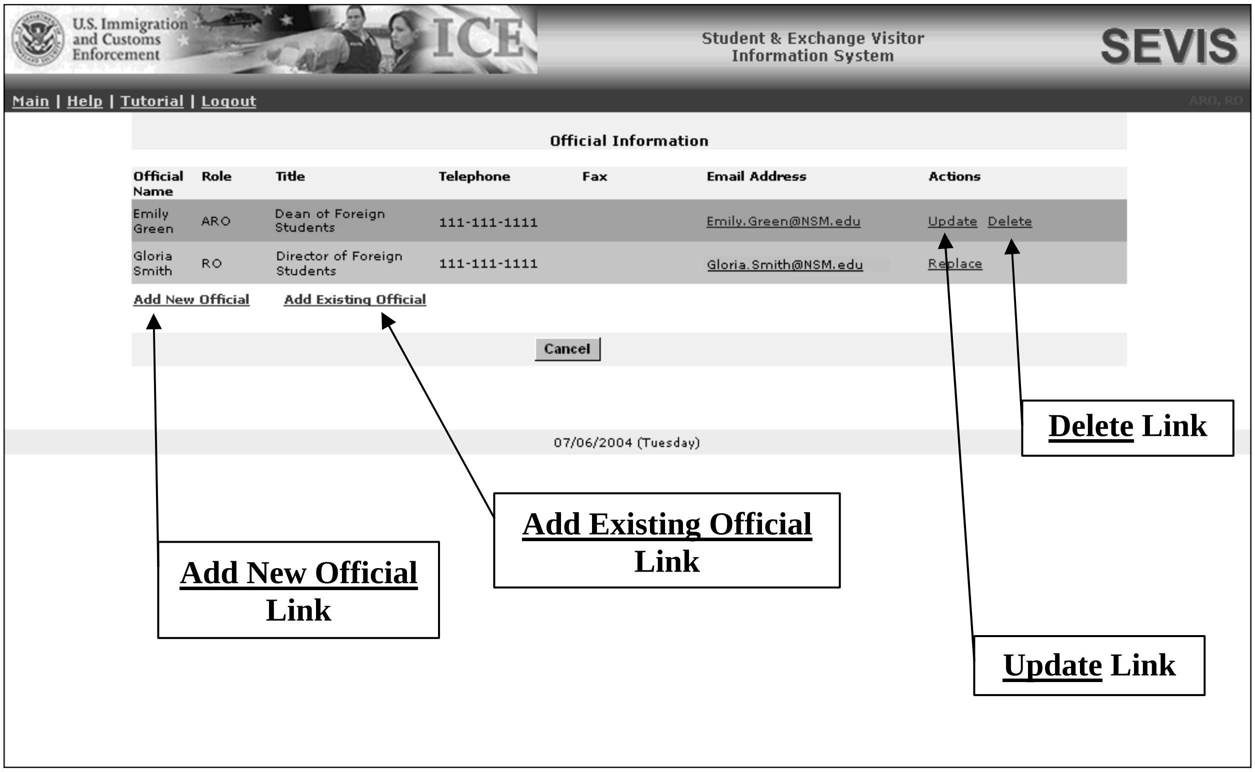
The two options available on the **Edits** menu are Add/Update Officials and Update Address (of program). Both options are discussed in detail in the following sections.

2.3.3.1 Add/Update Officials

You may update an existing official's information in SEVIS, and add new or existing officials. Also, the RO and ARO may submit a request to replace the RO. You must access the *Official Information* screen to perform these procedures; which are discussed in the following sections. Exhibit 14, Official Information, is an example of the *Official Information* screen.

Note: Each program sponsor must have one RO and up to ten AROs; however, DoS reserves the right to limit the number of AROs.

Exhibit 14: Official Information



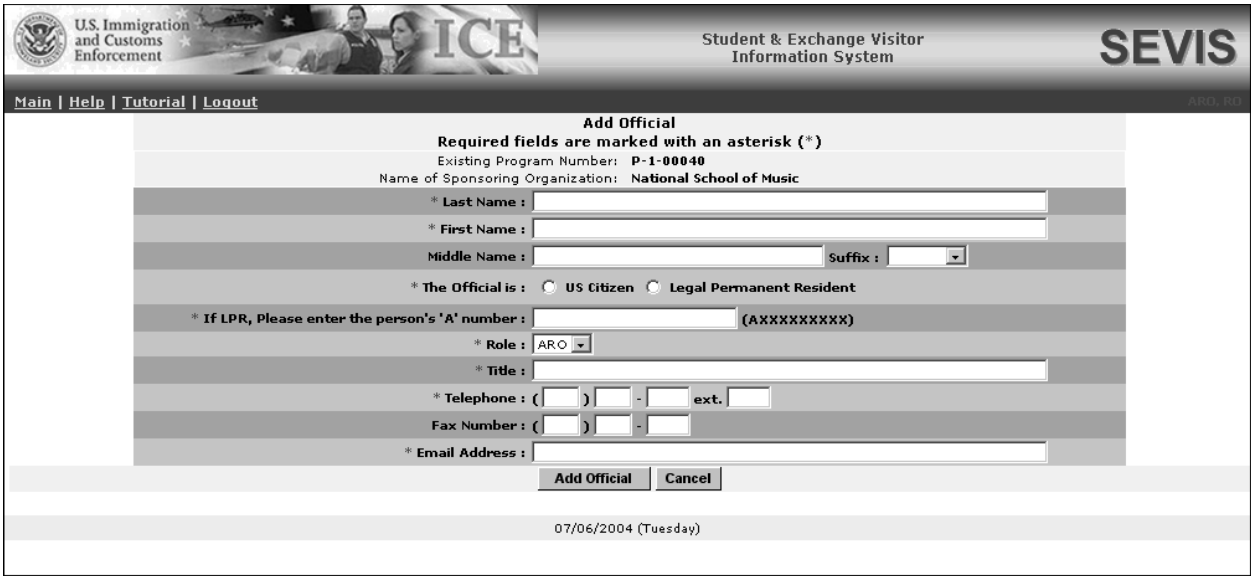
2.3.3.1.1 Add a New Official as an ARO

All program sponsor personnel who will access SEVIS and perform tasks must have a record in SEVIS. A new ARO is someone who does not have a record in SEVIS. Each program sponsor may have up to ten AROs; however, DoS reserves the right to limit the number.

To add a new ARO, perform the following:

1. On the *Listing of Programs* screen, click the specific link in the **Name of Program** column for the program to which you wish to add new AROs. The *Program Sponsor Information* screen displays.
2. Click the **Add/Update Officials** link on the **Edits** menu. The *Official Information* screen displays (Exhibit 14).
3. Click the **Add New Official** link below the **Official Name** column. Exhibit 15, Add Official, is an example of the screen that displays.

Exhibit 15: Add Official



4. Enter the following information (an asterisk precedes the fields that must be completed).

Field	Description/Explanation
* **Last Name**	Enter the surname or family name of a person.
* **First Name**	Enter the first name of a person.
Middle Name	Enter the middle name of a person. May be left blank if the person has no middle name, or the middle name is unknown.
Suffix	Enter a title, such as Junior, that may display at the end of a person's name.
* **The Official is**	Select the appropriate option, **U.S. Citizen** or a Legal Permanent Resident (**LPR**). **Note:** All program sponsor officials must be citizens or LPRs of the United States.
* **If LPR, please enter the person's 'A' number**	Enter the alien number if the prospective ARO is an LPR. Enter the complete A-Number, including the "A". If you receive an error message indicating that the A-Number is not valid, you may have entered an eight-digit number. The system requires a nine-digit number. Take the following actions: 1. Check the original number carefully. If it has nine digits, correct your SEVIS entry. 2. If it has eight digits, it is a valid number. Enter it

Field	Description/Explanation
	into SEVIS by adding a zero to the beginning of the number (many existing A-Numbers are only eight digits long). 3. If it has less than eight digits, it is invalid and cannot be entered. Query the prospective official to obtain his or her valid number.
* **Role**	Select the ARO role for the official.
* **Title**	Enter the name of a position held by a person representing a sponsor. Titles should be given in full, without abbreviations (for example, Chief Executive Officer, not CEO).
* **Telephone Number**	Enter a valid telephone number, including the three-digit area code and an extension, if applicable.
Fax Number	Enter a fax number, including area code, for a fax machine. While this is not mandatory, it is encouraged to assist in the communication with DoS.
* **Email Address**	Enter a valid electronic mail address. SEVIS correspondence will be sent to this email address, including the SEVIS user ID and password instructions for new users. **Note:** An email address is not secure if it can be accessed by more than one person (for example, info@ABCcollege.edu).

5. Click the **Add Official** button at the bottom of the screen. A message displays indicating the successful submission of the request to SEVIS.
6. On the message screen, click the **Print DS-3037** button. See Section 2.4, Print a Form DS-3036, Form DS-3037, or Draft Form, for printing instructions. The printed Form includes a section to be filled out and signed by the new ARO, certifying his or her citizenship status. This Form DS-3037 must be notarized before it is submitted to DoS. If the certification is notarized using an ink stamp, then it may be faxed to DoS, and the original must be submitted by mail. (See the DoS web site for contact information: http://exchanges.state.gov/education/jexchanges/contact.htm.) If the Form is notarized with an embossed stamp, it must be mailed to DoS.

   Note: If the Form is not printed immediately after submitting the request in SEVIS, it may be printed by accessing the *Program Sponsor Information* screen. Click the **Pending Requests** link on the **Actions** menu, and then click the **Print** link for the appropriate request.

7. Mail the completed Form to:

    Exchange Visitor Program Designation Staff
    Office of Exchange Coordination and Designation
    Bureau of Educational and Cultural Affairs
    U.S. Department of State, SA-44, Room 734
    301 4th St., S.W.
    Washington, DC 20547

DoS will use SEVIS to review and approve or deny this request. Once DoS reviews the request, the following outcomes are possible:

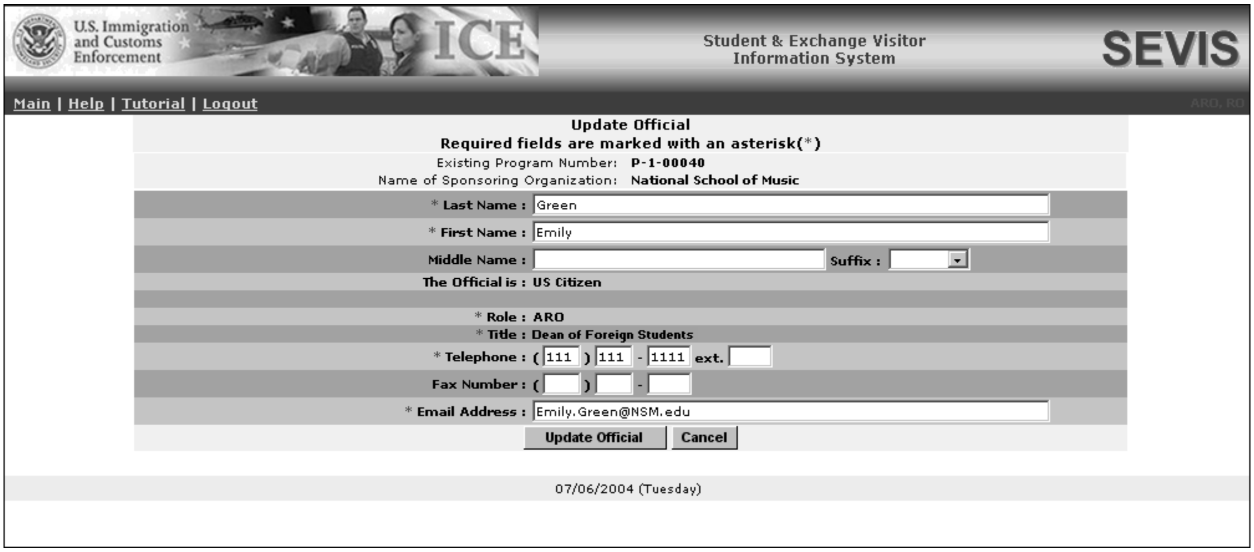
- **Approved—**The submitter of the request will automatically receive approval notification by email. The new ARO will receive two email messages from SEVIS; one containing his or her SEVIS user ID and the second providing instructions for creating a SEVIS password.
- **Request for Information—**Additional information is required for processing the request. A letter outlining the need for additional information will be sent by fax or the U.S. Postal Service. When DoS receives the information, the review process will continue.
- **Denied—**The submitter of the request will automatically receive email notification about the denial decision. He or she will also receive a fax or mailed letter providing specific information regarding the denial decision.

2.3.3.1.2 ADD AN EXISTING OFFICIAL AS AN ARO

There are program sponsor and school personnel who already have access to SEVIS because of their affiliation with another program or school. They are considered existing officials. To add an existing official and assign him or her a role as an ARO, perform the following:

1. On the *Listing of Programs* screen, click the specific link in the **Name of Program** column for the program to which you wish to add an ARO. The *Program Sponsor Information* screen displays.
2. Click the **Add/Update Officials** link on the **Edits** menu. The *Official Information* screen displays.
3. Click the **Add Existing Official** link below the **Official Name** column. The system displays the *Add Existing Official* screen.
4. Enter the active user's SEVIS user ID in the **Account Userid** field.
5. Click the **Add Official** button. The system displays the *Update Official* screen. Exhibit 16, Add an Existing Official—Update Official, is an example of the screen.

Exhibit 16: Add Existing Official—Update Official



6. Review the user's data and, if necessary, select the ARO role for the official.

   Note: Do not update the official's name, telephone number, fax number, or email address; this data may be updated after adding this official. Updating this data at this time causes a problem in SEVIS. This known problem will be corrected in a later release of SEVIS.

7. Click the **Update Official** button. The system displays a message indicating that the request has been successfully submitted to SEVIS. If the existing official is an RO or ARO, the application is automatically approved. If the existing official is a Principal Designated School Official (PDSO) or Designated School Official (DSO), the signed and notarized Form DS-3037 must be mailed to DoS for review and approval.

8. On the message screen, click the **Print DS-3037** button to print the Form for a PDSO or DSO. (See Section 2.4, Print a Form DS-3036, Form DS-3037, or Draft Form, for printing instructions.)

   Note: If the Form is not printed immediately after submitting the request, it may be printed by accessing the *Program Sponsor Information* screen. Click the **Pending Requests** link on the **Actions** menu, and then click the **Print** link for the appropriate request.

9. The signed and notarized Form DS-3037 for a PDSO or DSO must be mailed to DoS at the following address:

   Exchange Visitor Program Designation Staff
   Office of Exchange Coordination and Designation
   Bureau of Educational and Cultural Affairs
   U.S. Department of State, SA-44, Room 734
   301 4th St., S.W.
   Washington, DC 20547

Note: If the existing official is an RO or ARO, their access to the new program data takes effect immediately.

DoS will use SEVIS to review and approve or deny this request. Once DoS reviews the request, the following outcomes are possible for current PDSOs and DSOs:

- **Approved—**The submitter of the request and the new ARO will automatically receive approval notification by email. The next time the ARO logs into SEVIS, he or she will have access to the data for the additional program.
- **Request for Information—**Additional information is required for processing the request. A letter outlining the need for additional information will be sent by fax or the U.S. Postal Service. When DoS receives the information, the review process will continue.
- **Denied—**The submitter of the request will automatically receive email notification about the denial decision. He or she will also receive a fax or mailed letter providing specific information regarding the denial decision.

2.3.3.1.3 Update an Existing Official's Information

Updating an active official's data in SEVIS includes changing his or her name, telephone number, and/or email address. Changes to the official's telephone or fax number or email address take effect immediately. However, changing the official's name (for example, the official got married) requires review and approval by DoS.

To update an official's record, perform the following:

1. On the *Listing of Programs* screen, click the specific link in the **Name of Program** column for the program whose official's record you wish to update. The *Program Sponsor Information* screen displays (see Exhibit 8).
2. Click the **Add/Update Officials** link on the **Edits** menu. The *Official Information* screen displays (Exhibit 14).

   Note: ROs and AROs who perform duties for more than one Exchange Visitor Program or school may have only one telephone number, fax number, and email address in SEVIS. If you update these fields, the new data will display for all programs and schools with which the official is associated.
3. On the *Official Information* screen, click the **Update** link to the right of the name of the official whose information you wish to update. These data fields may be changed: last name, first name, middle name, suffix, telephone and fax numbers, and email address.
4. Make the necessary changes to the official's data.

   WARNING: If the official's name **and** other data must be updated, make all changes *except* the name change and click the **Update Official** button. Those changes will take effect immediately. Name changes must be reviewed and approved by DoS (for example, the user changed his or her last name).

5. Click the **Update Official** button. A message displays indicating that the request has been submitted. If only the telephone number, fax number, and/or email address were updated, those changes will take effect immediately.
6. When submitting a request for a name change, click the **Print Form DS-3037** button on the message screen to print the Form. See Section 2.4, Print a Form DS-3036, Form DS-3037, or Draft Form, for printing instructions.
7. The RO must sign Page 2 of the Form (Certification of Citizenship), and the official must have the Form DS-3037 notarized before sending it to DoS.

   Note: If changing only the official's middle initial and/or suffix, those changes do not display on the printed Form.
8. Mail the completed Form to:

   Exchange Visitor Program Designation Staff
   Office of Exchange Coordination and Designation
   Bureau of Educational and Cultural Affairs
   U.S. Department of State, SA-44, Room 734
   301 4th St., S.W.
   Washington, DC 20547

DoS will use SEVIS to review and approve or deny this request. Once DoS reviews the request, the following outcomes are possible:

- **Approved—**The submitter of the request and the ARO whose name has been changed will automatically receive approval notification by email.
- **Request for Information—**Additional information is required for processing the request. A letter outlining the need for additional information will be sent by fax or the U.S. Postal Service. When DoS receives the information, the review process will continue.
- **Denied—**The submitter of the request will automatically receive email notification about the denial decision. He or she will also receive a fax or mailed letter providing specific information regarding the denial decision.

2.3.3.1.4 Delete an Existing ARO

Deleting an official will remove the individual's record from association with a specific Exchange Visitor Program altogether and the official will no longer be able to perform SEVIS tasks for that program sponsor. To delete an official, perform the following:

1. On the *Listing of Programs* screen, click the specific link in the **Name of Program** column for the sponsor whose ARO you wish to delete. The *Program Sponsor Information* screen displays.
2. Click the **Add/Update Officials** link on the **Edits** menu. The *Official Information* screen displays.
3. Click the **Delete** link to the right of the email address of the official whom you wish to delete. The *Delete Official* screen displays.

4. Review the data that display. Be sure that this is the official whose access to SEVIS you wish to terminate.
5. Enter a reason for deleting this official in the text box provided. Completion of this field is optional.
6. Click the **Delete Official** button. The deletion will take effect immediately.

Note: If this is the only ARO for the program, the system displays a warning. Every Exchange Visitor Program must have one RO and up to ten AROs. You may continue to delete the ARO or click the **Cancel** button to return to the *Official Information* screen without taking any action on the official.

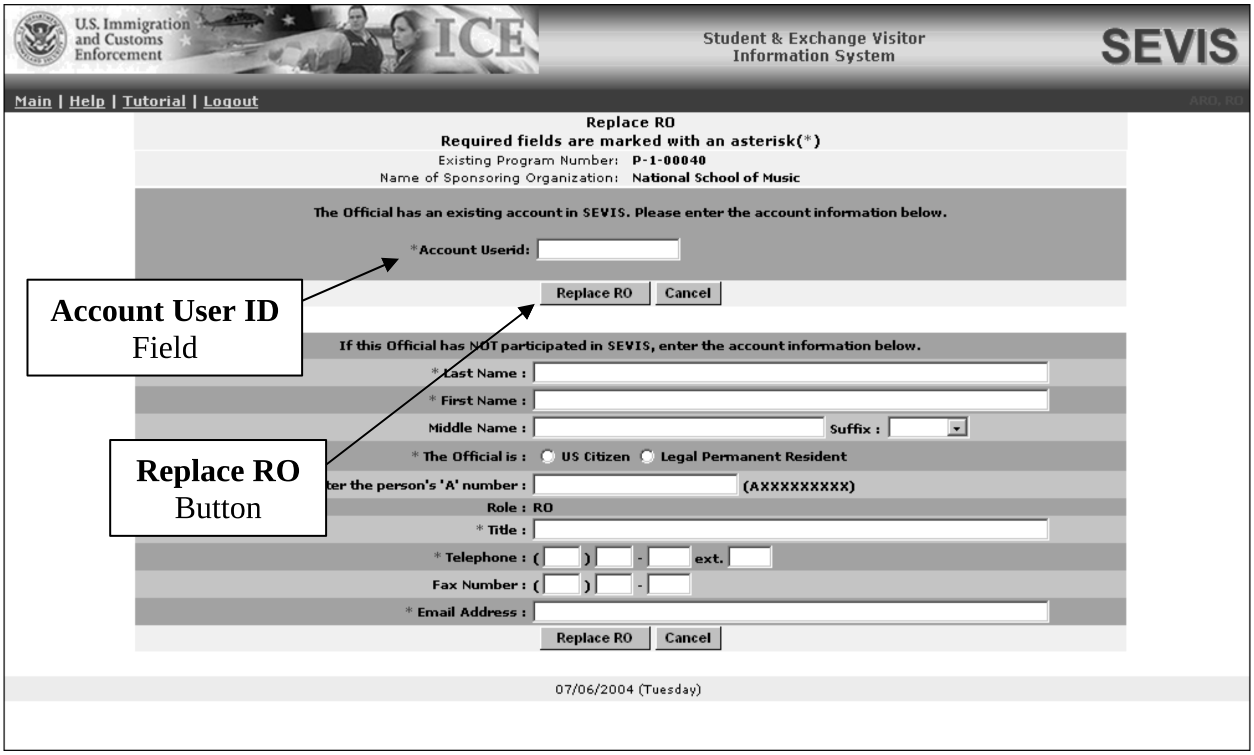
2.3.3.1.5 Replace the RO With an Existing SEVIS User

The RO or an ARO for the program may submit a request to replace the RO. When the request is submitted by an ARO or an RO submits a request to be replaced by a PDSO or DSO, the request must be reviewed and approved by DoS. However, if the RO submits a request to be replaced by an RO or ARO, the replacement takes effect immediately.

To request to replace the RO with an existing SEVIS user, perform the following:

1. On the *Listing of Programs* screen, click the specific link in the **Name of Program** column for the program whose RO you wish to replace. The *Program Sponsor Information* screen displays.
2. Click the **Add/Update Officials** link on the **Edits** menu. The *Official Information* screen displays.
3. Click the **Replace** link to the right of the current RO's email address. The *Replace RO* screen displays, as shown in Exhibit 17, Replace RO.

Exhibit 17: Replace RO



4. Enter the current SEVIS user's ID in the **Account Userid** field near the top of the screen.
5. Click the **Replace RO** button below the **Account Userid** field to display summary information on the existing user.
6. If this is the official who will replace the RO, click the **Replace RO** button. When the RO submits the request, if the new RO is already an RO or ARO (for another program), the replacement takes effect immediately.

   When an ARO submits the request to replace the RO, it must be processed by DoS.
7. When an RO or ARO submits a request to replace the RO with a PDSO or DSO, DoS must review the request. Click the **Print DS-3037** button on the message screen to print the Form.
8. The signed and notarized Form DS-3037 must be mailed to DoS at the following address:

   Exchange Visitor Program Designation Staff
   Office of Exchange Coordination and Designation
   Bureau of Educational and Cultural Affairs
   U.S. Department of State, SA-44, Room 734
   301 4th St., S.W.
   Washington, DC 20547

DoS will use SEVIS to review and approve or deny this request. Once DoS reviews the request, the following outcomes are possible:

- **Approval—**The submitter of the request and the new RO, will automatically receive approval notification by email.
- **Request for Information—**Additional information is required for processing the request. A letter outlining the need for additional information will be sent by fax or the U.S. Postal Service. When DoS receives the information, the review process will continue.
- **Denied—**The submitter of the request will automatically receive email notification about the denial decision. He or she will also receive a fax or mailed letter providing specific information regarding the denial decision.

2.3.3.1.6 Replace the RO With a New SEVIS User

An existing RO or ARO may submit a request to replace the RO with a new SEVIS user, someone who is not authorized to use SEVIS. The request must be reviewed and approved by DoS.

To request the replacement of an RO with a new SEVIS user, perform the following:

1. On the *Listing of Programs* screen, click the specific link in the **Name of Program** column for the program whose RO you wish to replace. The *Program Sponsor Information* screen displays (Exhibit 8).
2. Click the **Add/Update Officials** link on the **Edits** menu. The *Official Information* screen displays (Exhibit 14).
3. Click the **Replace** link to the right of the current RO's email address. The **Replace RO** screen displays (Exhibit 17).
4. Complete the following information on the lower part of the screen (an asterisk precedes the fields that must be completed):

Field	Description/Explanation
* **Last Name**	Enter the surname or family name of a person.
* **First Name**	Enter the first name of a person.
Middle Name	Enter the middle name of a person. May be left blank if the person has no middle name, or the middle name is unknown.
Suffix	Select a title, such as Junior, that may display at the end of a person's name.
* **The Official is**	Select the appropriate option, **U.S. Citizen** or LPR. **Note:** All program sponsor officials must be citizens or LPRs of the United States.

Field	Description/Explanation
* **If LPR, please enter the person's A-number**	Enter the alien number if the prospective RO is an LPR. Enter the complete A-Number, including the "A." If you receive an error message indicating that the A-Number is not valid, you may have entered an eight-digit number. The system requires a nine-digit number. Take the following actions: 1. Check the original number carefully. If it had nine digits, correct your SEVIS entry. 2. If it had eight digits, it is a valid number. Enter it into SEVIS by adding a zero to the beginning of the number (many existing A-Numbers are only eight digits long), for example, **A012345678**. 3. If it had less than eight digits, it is invalid and cannot be entered. Query the prospective official to obtain his or her valid number.
* **Title**	Enter the name of a position held by a person representing a sponsor. Titles should be given in full, without abbreviations (for example, Chief Executive Officer, not CEO).
* **Telephone Number**	Enter a valid telephone number, including the three-digit area code and an extension, if applicable.
Fax Number	Enter a fax number, including area code, for a fax machine. While this is not mandatory, it is encouraged to assist in the communication between DoS and your organization.
* **Email Address**	Enter a valid electronic mail address. SEVIS correspondence will be sent to this email address, including the SEVIS user ID and password instructions for new users. **Note:** An email address is not secure if it can be accessed by more than one person (for example, info@ABCcollege.edu).

5. Click the **Replace RO** button at the bottom of the screen. A message displays indicating the successful submission of this information to SEVIS. After receiving the signed and notarized Form DS-3037, DoS will review this request.
6. To print the Form, click the **Print DS-3037** button on the message screen. The printed Form includes a section to be filled out and signed by the new RO, certifying his or her citizenship status. The Form must be notarized before it is submitted to DoS. If the certification is

notarized using an ink stamp, then it may be faxed to DoS (see the DoS web site for contact information: http://exchanges.state.gov/education/jexchanges/contact.htm.), and the original Form must be submitted by mail. If the Form is notarized with an embossed stamp, it must be mailed to DoS.

Note: If you do not print the Form immediately after submitting the request in SEVIS, you can print it by accessing the *Program Sponsor Information* screen. Click the **Pending Requests** link on the **Actions** menu, and then click the **Print** link for the appropriate request.

7. Mail the Form to the following address:

   Exchange Visitor Program Designation Staff
   Office of Exchange Coordination and Designation
   Bureau of Educational and Cultural Affairs
   U.S. Department of State, SA-44, Room 734
   301 4th St., S.W.
   Washington, DC 20547

DoS will use SEVIS to review and approve or deny this request. Once DoS reviews the request, the following outcomes are possible:

- **Approved—**The submitter of the request will automatically receive approval notification by email. The new RO will receive two email messages from SEVIS; one containing his or her SEVIS user ID and the second providing instructions for creating a SEVIS password.
- **Request for Information—**Additional information is required for processing the request. A letter outlining the need for additional information will be sent by fax or the U.S. Postal Service. When DoS receives the information, the review process will continue.
- **Denied—**The submitter of the request will receive notification by a mailed letter that will provide specific information regarding the denial decision.

2.3.3.2 Update Address for the Program Sponsor

Program sponsors may change the address for their organization at any time. To update the organization's address, perform the following:

1. On the *Listing of Programs* screen, click the specific link in the **Name of Program** column for the program whose address you wish to update. The *Program Sponsor Information* screen displays.
2. Click the **Update Address** link on the *Program Sponsor Information* screen. The system displays the *Update Address* screen.
3. Make the necessary changes to the address and click the **Update Address** button. This request will take effect immediately; it does not require review by DoS.

2.3.4 Lists/Reports Menu

When on the *Program Information* screen, the options available on the **Lists/Reports** menu provide you with another method of accessing certain SEVIS functionality. Each option is described below.

- **Search Exchange Visitor**—Click this link to quickly access the **Search** module. Step-by-step details for performing a search are contained in Volume II of this manual.
- **Create Exchange Visitor**—Click this link to quickly access the first page of the Form DS-2019 and begin to create a record for a new EV. Instructions for creating a new EV record are contained in Volume II of this manual.
- **Exchange Visitor Lists**—Click this link to quickly access the *Exchange Visitor Lists*. Explanations and instructions for processing these lists are contained in Volume II of this manual.
- **Reports—**Click this link to access the **Reports** module. See Section 2.7, Reports, for additional information about SEVIS reports.

2.4 Print a Form DS-3036, Form DS-3037, or Draft Form

The **Print DS-3036**, **Print Draft**, and **Print DS-3037** buttons are located on various SEVIS screens. Selecting one of these buttons will open Adobe Acrobat, from which a copy of the selected Form may be sent to a designated printer at your location.

To print a copy of a Form, perform the following:

1. Click the **Print DS-3036**, **Print Draft**, or **Print DS-3037** button. Another browser window opens and the Form displays using Adobe Acrobat, from which a copy of the Form may be sent to a designated printer.

   Note: During the launch of Adobe Acrobat, a *File Download* window may display. To prevent this window from displaying in the future, click in the box next to "**always ask before opening this type of file**" to remove the check mark. Select the **Open** button to view the application.

2. When the Form displays in the *Adobe Acrobat* window, use the scroll bar on the right side of the window to view additional pages.
3. Click the **Print** () button on the Adobe Acrobat toolbar. The *Print* window displays.
4. Ensure the name of the printer you wish to use is listed in the **Name** field of the *Print* window. If it does not show the correct printer, click the **down arrow** to the right of the field and select the correct printer.
5. Click **OK** and the Form prints to the designated printer.
6. Click the **Close** () button on the *Adobe Acrobat* window to close the window.

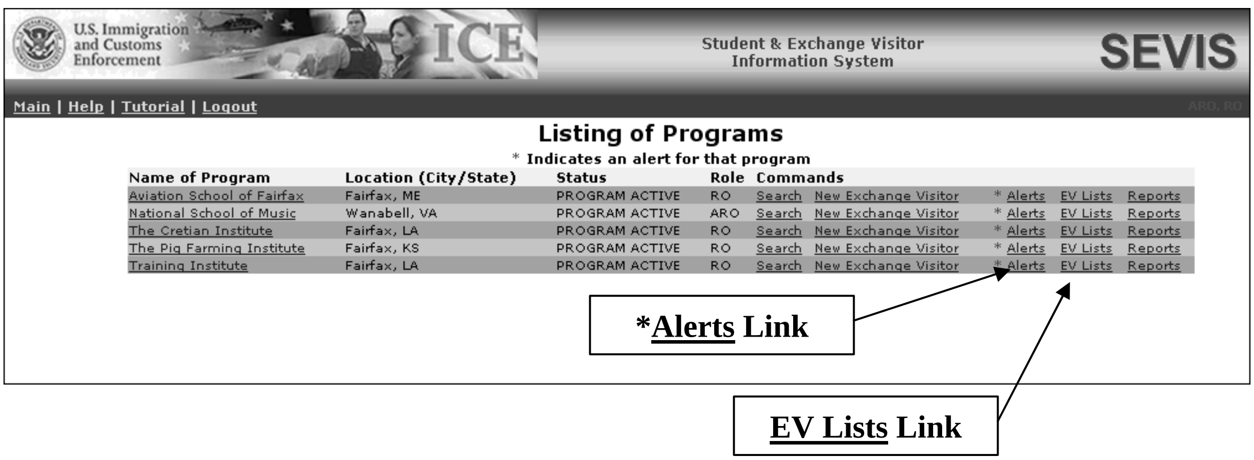
2.5 Alerts

Alerts are notices to users identifying tasks that need to be completed in SEVIS. In most cases, these alerts are indicators that, according to the information currently in the system, a deadline is approaching for some type of process. For example, 6 months before a program's approval to operate expires, SEVIS provides an alert indicating that the expiration date is nearing. Another alert will display 3 months prior to the date of expiration.

Exhibit 18, Listing of Programs—Alerts Link, shows the location of the ***Alerts** link on the screen. If there are no alerts for a program, this link will not display.

To view the alerts available for a specific program, click the ***Alerts** link in the **Commands** column. The list of alerts for that program displays. Alerts for EVs and dependents are discussed in detail in Volume II of this manual.

Exhibit 18: Listing of Programs—Alerts Link



2.6 Exchange Visitor Lists

SEVIS enables you to quickly access lists of EVs to view using the **EV Lists** link on the *Listing of Programs* screen. From these lists, you may also access EV records to process. These lists provide a quick method for program sponsor officials to access EV and dependent records.

To view the available lists, click the **EV Lists** link on the **Commands** column on the *Listing of Programs* screen. Detailed explanations of the lists are provided in Volume II of this manual.

2.7 Reports

SEVIS provides you with the ability to generate and print a variety of reports that reflect current SEVIS information for the data elements that are included in the report. Please note that the types of reports currently available are subject to change as a result of enhancements to the reporting capabilities of the system.

Below is an alphabetical list with descriptions of the reports that are available at this time.

Title of Report	Description
400 Report - Profile of Sponsor Activity	Provides detailed information about the program sponsor over a specific time period, between 1 and 5 years, based on the start and end dates selected.
Annual Report - J1 Exchange Visitor Program U.S. Department of State	Provides the annual report for the program. This report must be generated and mailed to DoS each year by the date stipulated on the program sponsor's designation or redesignation letter. **Note:** SEVIS will automatically send an alert to the program sponsor 30 days prior to the annual report due date reminding the sponsor to complete and submit the report to DoS.
Category Levels - Counts for Category by Purpose Code and Country	Provides detailed information about EV category levels by purpose code and country.
Country Levels Report - Country Levels by Program Sponsor	Provides detailed information about the program's EVs based on the visa type selected.
DoS No Show Report	Provides information about non-immigrants in No Show status for the program based on the visa type, start date, and end date selected.
EV Enter POE Before/After Program Start Date Report	Provides information for the selected program about EVs who entered the port of entry (POE) either before or after their program's start date.
Secondary Student Placement Report	Provides information about secondary student placements for the program based on the start date and end date selected.

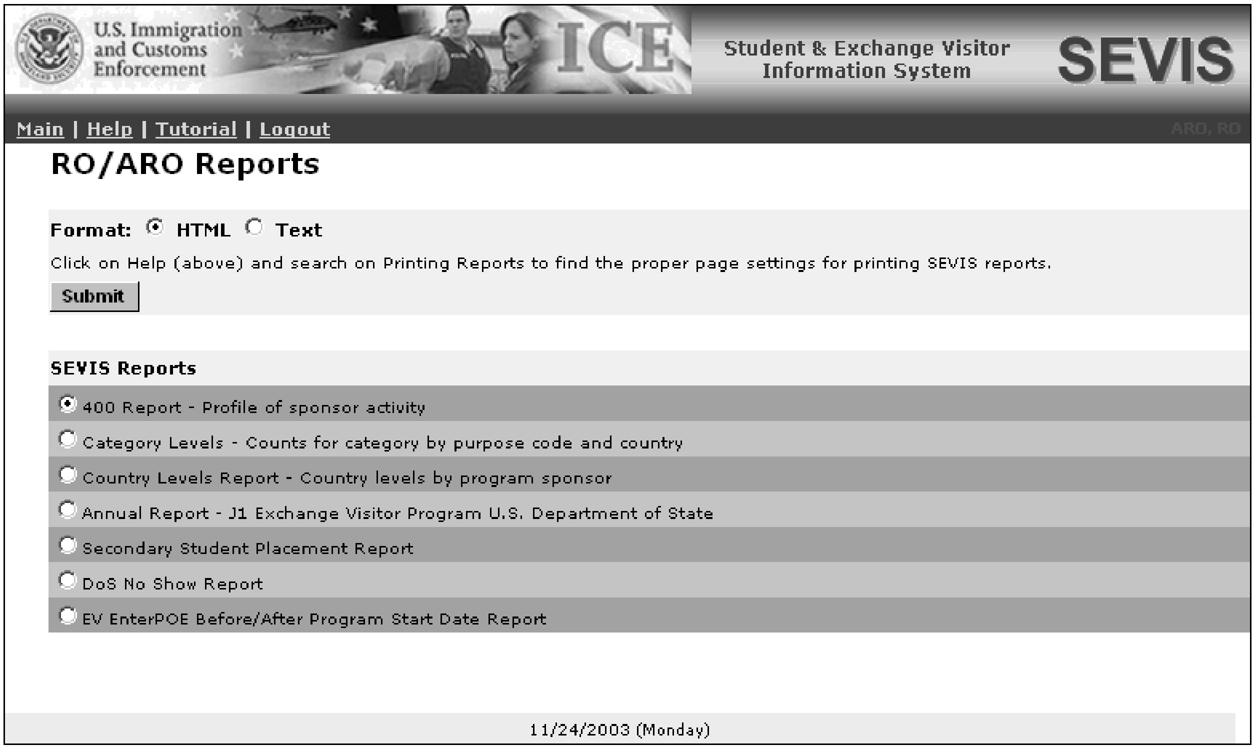
The following sections contain the instructions for generating and printing reports using either the Internet Explorer or Netscape browsers.

2.7.1 Generate a Report

Reports are snapshots of parts of the SEVIS database. They reflect current SEVIS information for the data elements included in the report. To generate a report, perform the following:

1. On the *Listing of Programs* screen, click the **Reports** link for a specific program. The system displays the *RO/ARO Reports* screen, as shown in Exhibit 19, Reports Screen.

Exhibit 19: Reports Screen



2. To select a report title, click the radio button adjacent to the report title.
3. Select an output format: **HTML** (Hypertext Markup Language, a web-page format) or **Text** (a format that can be easily pasted into a word processor for additional formatting and editing).
4. Click the **Submit** button.
5. If there are no search criteria for the selected report, the report will be generated and will display in a new browser window. If search criteria must be chosen for the selected report, the *Report Criteria* screen will display in the browser window. Select the search criteria, and click the **Submit** button to generate the report, which will display in a new browser window.

2.7.2 Print a Report

The procedure for printing reports is different depending on the browser used (Internet Explorer or Netscape). The procedures for printing reports using both browsers are described below.

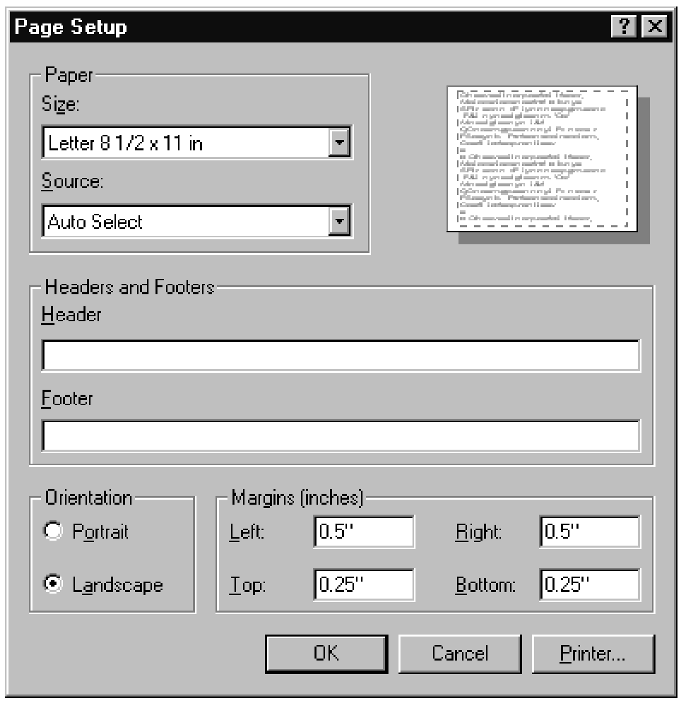
2.7.2.1 Printing a Report Using the Internet Explorer Browser

To print a report using Internet Explorer, perform the following:

1. For best results when printing, it is recommended that you make the following changes to the print settings:
   a) Click the **File** menu on the Internet Explorer toolbar.

b) Select **Page Setup**. The *Page Setup* window displays, as shown in Exhibit 20, Internet Explorer Page Setup Window.

Exhibit 20: Internet Explorer Page Setup Window



c) If necessary, delete all data that display in the **Header** field.

d) If necessary, delete all data that display in the **Footer** field.

e) In the **Orientation** section, click the **Landscape** button.

f) Set the top and bottom margins to **0.25″**.

g) Click **OK**.

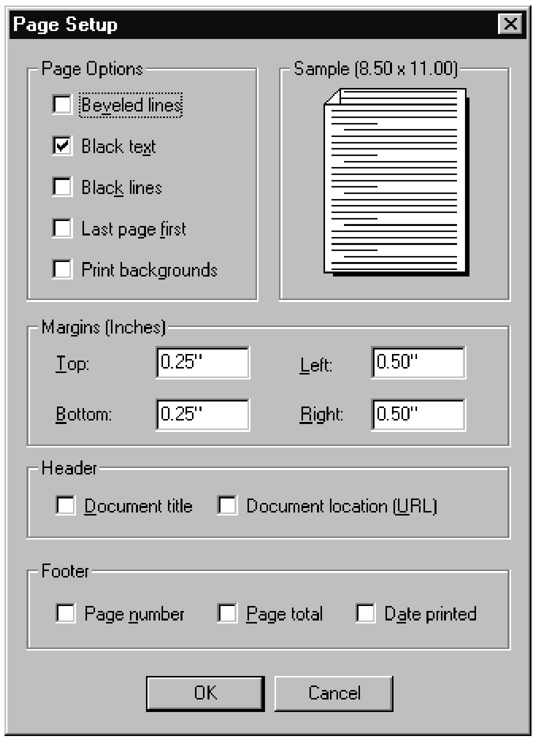
2. Select **Print** from the **File** menu to display the *Print* window.
3. Ensure the name of the printer listed in the **Name** field is the printer from which you wish the report to print. If it does not show the correct printer, click the **down arrow** to the right of the field and select the correct printer.
4. Click **OK** and the report will be printed on the designated printer.
5. Click the **Close** (☒) button on the browser to close the window and return to SEVIS.

2.7.2.2 Printing a Report Using the Netscape Browser

To print a report using Netscape, perform the following:

1. For best results when printing, it is recommended that you make the following changes to the browser print settings for Netscape:
   a) Click the **File** menu on the Netscape toolbar.
   b) Select **Page Setup**. The *Page Setup* window displays, as shown in Exhibit 21, Netscape Page Setup Window.

Exhibit 21: Netscape Page Setup Window



   c) If necessary, click to remove the check mark in the **Beveled lines** check box.
   d) Click to place a check mark in the **Black text** check box.
   e) Set the top and bottom margins to **0.25″**.
   f) If necessary, click to remove the check mark next to all options in the **Header** section.
   g) If necessary, click to remove the check mark next to all options in the **Footer** section.
   h) Click **OK**.
2. Select **Print** from the **File** menu to display the *Print* window.

3. Ensure the name of the printer listed in the **Name** field is the printer from which you wish the report to print. If it does not show the correct printer, click the **down arrow** to the right of the field and select the correct printer.
4. Click the **Properties** button and select the **Paper** tab.
5. In the **Orientation** section, click the **Landscape** radio button.
6. Click **OK** to accept the Landscape setting.
7. Click **OK** on the *Print* window, and the report will be printed on the designated printer.
8. Click the **Close** () button on the browser window to close the window and return to SEVIS.

Note: Netscape has modified its printing procedures for Version 7.0. Appendix B, Printing Instructions for Netscape Version 7.0, provides the updated instructions.

2.7.3 Copy and Paste a Report

Reports can be generated using the "Text" format option. Perform the following steps to copy and paste the report into another application:

1. First, generate (in HTML) and print the report so that you can see the layout of the report and the column labels. See Sections 2.7.1 and 2.7.2 for instructions on generating and printing reports in SEVIS. Exhibit 22, SEVIS No Show Report—HTML Format, is an example of a report generated using the HTML format.

Exhibit 22: SEVIS No Show Report—HTML Format

SEVIS No Show Report

Report Date & Time:
Program Sponsor: The Farming Institute (P-1-00013)
From: 01/01/2004 To: 11/29/2004

Program Name Program Number	Last Name, First Name Gender	SEVIS ID COB	No Show Date Visa Status
The Farming Institute	Adamson, Adam	N0000078534	11/01/2004
P-1-00013	MALE	GABON	J-1

Total Principal Names in the program: 1

Grand Total: 1

Page 1 of 1

2. Enter your search criteria on the *Report Criteria* screen (for example, district, visa type, start date, end date, etc., depending upon the type of report selected).
3. Click **Submit** to generate and view the report. The report displays in another browser window.
4. Click and drag the mouse to highlight the entire report.
5. Select **Copy** from the **Edit** menu.
6. Open a word processing application (for example, Microsoft Word) and select **Paste** from the **Edit** menu to paste the report into a new document. Exhibit 23, SEVIS No Show Report—Text Format is an example of the report shown in Exhibit 22.

Note: The caret (^) characters are used to separate the columns of data.

Exhibit 23: SEVIS No Show Report—Text Format

```
P-1-00013 ^ The Farming Institute ^ N0000078534 ^ Adamson
^ Adam ^   ^ MALE ^ GABON ^ J-1 ^ 11/01/2004 ^
```

7. Use the printed copy of the report generated in HTML format to create the new report using another application.
8. Be sure to save the report that you created using another application.

3. OPERATING INSTRUCTIONS

3.1 Initiate Operation

You will access SEVIS via the Internet using Internet Explorer Version 5.0 or higher or Netscape Version 4.79 or higher. You must also have a SEVIS user ID and password to access the system.

To log into SEVIS, perform the following:

1. Access the Internet and go to the *SEVIS Login* screen at https://egov.immigration.gov/sevis/.
2. Enter your user ID in the **User Name** field.
3. Enter your password in the **Password** field.
4. Press **Enter** or click the **Login** button.

Note: SEVIS may respond faster or slower depending on the number of users accessing SEVIS.

3.2 Maintain Operation

After 20 minutes of inactivity, the session will time out and you must log in again to use SEVIS.

3.3 Terminate and Restart Operations

You may log off SEVIS at any time by clicking the **Logout** link on the navigation bar. To close the browser window, click the **Close** (☒) button on the browser window.

Note: If the SEVIS system locks up, click the **Close** (☒) button on the browser window and initiate operation again. You will need to wait 20 minutes before accessing SEVIS again.

Should there be an unscheduled termination of your SEVIS session due to external causes such as a timeout, power failure, or a computer malfunction, you must repeat the login procedures.

SEVIS user IDs and passwords are suspended after three unsuccessful login attempts. Call the SEVIS Help Desk (1-800-892-4829) to have your access to SEVIS reinstated.

4. ERROR HANDLING

SEVIS includes automatic validation of the data entered into many fields. For example, if you do not enter a date in the correct format, the system will prompt you to correct the error by providing the proper format. These messages are self-explanatory and are not addressed in this manual.

The system also includes a SEVIS Connection Error. The message reads, "Your connection to SEVIS was unsuccessful. Please try your request again. If the error persists and you need assistance, please contact the SEVIS Help Desk at 1-800-892-4829."

You will be redirected to the *SEVIS Login* screen. When returned to the *SEVIS Login* screen, you should log into the system and continue working. If the message displays again, contact the SEVIS Help Desk.

5. HELP FACILITIES

To report SEVIS-related issues or problems, contact the SEVIS Help Desk at 1-800-892-4829 during the hours of 8 a.m. and 8 p.m. Eastern Time, Monday through Friday. Calls received outside these hours will be recorded for response on the next business day.

APPENDIX A—ACRONYMS AND ABBREVIATIONS

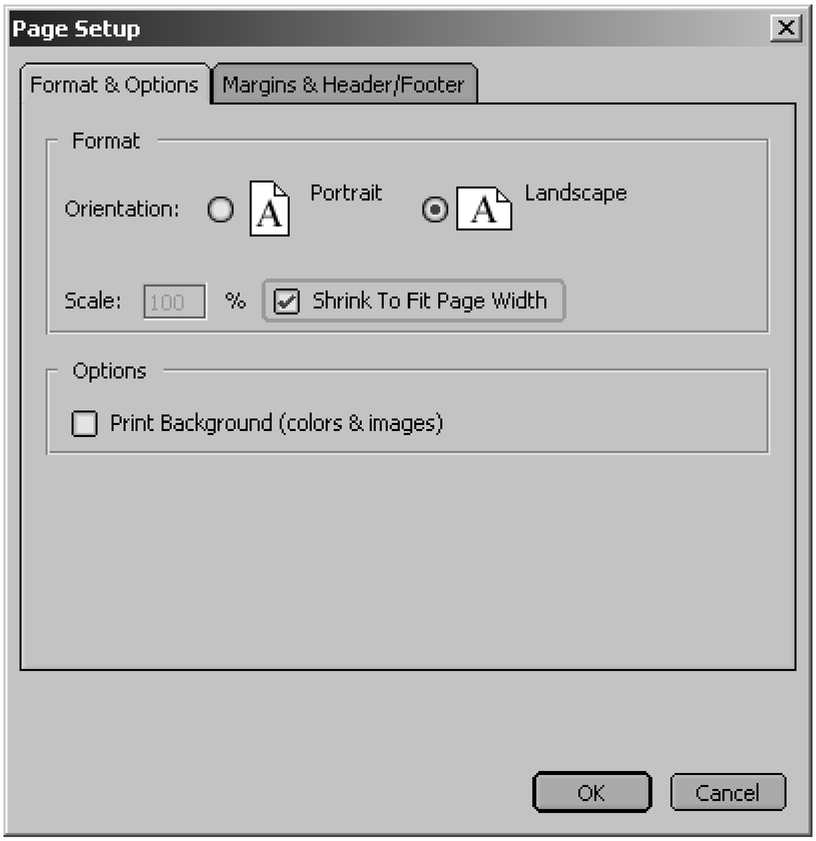
ARO	Alternate Responsible Officer
ATP	Air Transport Pilot
CEO	Chief Executive Officer
CFR	Code of Federal Regulations
DoS	Department of State
DSO	Designated School Official
ECFMG	Educational Commission for Foreign Medical Graduates
EV	Exchange Visitor
FAA	Federal Aviation Administration
HTML	Hypertext Markup Language
ICE	Immigration and Customs Enforcement
ID	Identification
LPR	Legal Permanent Resident
MB	megabyte
PDSO	Principal Designated School Official
POE	Port of Entry
RAM	random access memory
RO	Responsible Officer
SEVIS	Student and Exchange Visitor Information System
SEVP	Student and Exchange Visitor Program
U.S.	United States

APPENDIX B—PRINTING INSTRUCTIONS FOR NETSCAPE VERSION 7.0

Netscape has modified its printing procedures for Version 7.0. For best results when printing, it is recommended that you make the following changes to the browser print settings for Netscape:

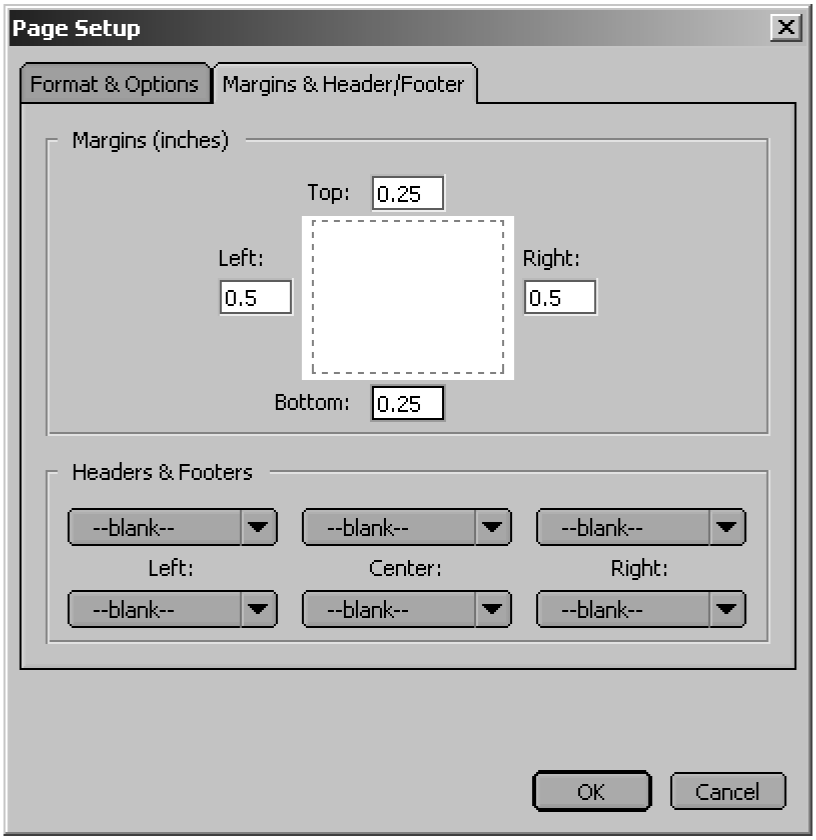
1. Click **File** on the Netscape menu bar.
2. Select **Page Setup**. The *Page Setup* window displays, as shown in Exhibit B–1, Netscape Page Setup Window—Format & Options Tab.

Exhibit B–1: Netscape Page Setup Window—Format & Options Tab



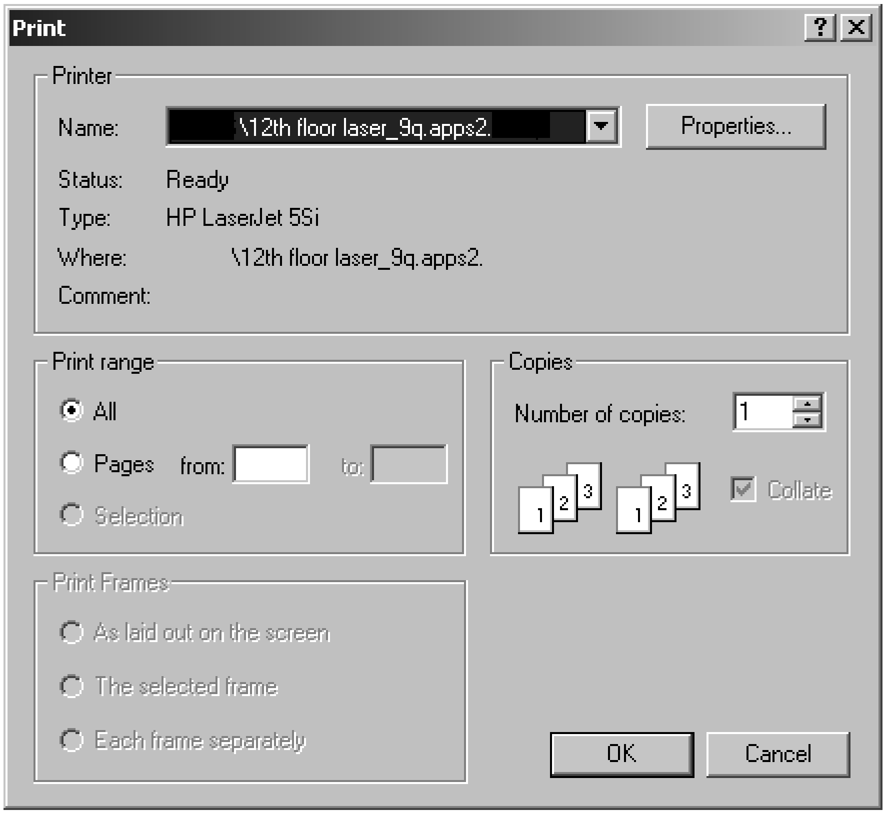
3. On the **Format & Options** tab, click the **Landscape** radio button.
4. Ensure there is a check mark in the **Shrink To Fit Page Width** check box.
5. Ensure there is not a check mark in the **Print Background (color & images)** check box.
6. Click the **Margins & Header/Footer** tab. The **Margins & Header/Footer** tab comes into focus, as depicted in Exhibit B–2, Netscape Page Setup Window—Margins & Header/Footer Tab.

Exhibit B–2: Netscape Page Setup Window—Margins & Header/Footer Tab



7. Set the left and right margins to "**0.5**" and the top and bottom margins to "**0.25**."
8. Within the **Headers & Footers** section, ensure that all drop-down lists are "--blank--." If the drop-down lists are not set to "--blank--," click the **down arrow** and select "--blank--."
9. Click **OK**.
10. Click either the **Print** () button on the browser toolbar or select **Print** from the **File** menu. The *Print* window displays, as depicted in Exhibit B–3, Print Window.

Exhibit B–3: Print Window



11. Ensure that the appropriate printer is selected in the *Name* list. If not, select the correct printer from the list.
12. Click **OK** on the *Print* window and the report prints to the designated printer.

ATTACHMENT A—PARTICIPATION BY CATEGORY MATRIX

Participation By Category Matrix

Some categories require the completion of a separate application (Form DS-3036). Other categories can be applied for on the same application (Form DS-3036). The matrix below lists all of the categories. To use the matrix, in the left column, find a category for which you wish to apply. Then, scan across the row corresponding to that category. A "Y" in a box indicates that the category listed at the top of the column is a category that you may apply for on the same application.

If this category is selected,	**Then this category can be selected:**														
	Student: Col/Univ	**Student: Secondary**	**Trainee: Specialty**	**Trainee: Non-Specialty**	**Teacher**	**Professor**	**International Visitor**	**Alien Physician**	**Government Visitor**	**Research Scholar**	**Short-term Scholar**	**Specialist**	**Camp Counselor**	**Summer Work/ Travel**	**Au Pair**
Student: Col/Univ	Y					Y	Y	Y	Y	Y	Y	Y			
Student: Secondary (High School)		Y													
Trainee: Specialty			Y	Y											
Trainee: Non-Specialty			Y	Y											
Teacher					Y										
Professor	Y				Y	Y	Y	Y	Y	Y	Y	Y			
International Visitor	Y				Y	Y	Y	Y	Y	Y	Y	Y			
Alien Physician	Y				Y	Y	Y	Y	Y	Y	Y	Y			
Government Visitor	Y				Y	Y	Y	Y	Y	Y	Y	Y			
Research Scholar	Y				Y	Y	Y	Y	Y	Y	Y	Y			
Short-term Scholar	Y				Y	Y	Y	Y	Y	Y	Y	Y			
Specialist	Y				Y	Y	Y	Y	Y	Y	Y	Y			
Camp Counselor													Y		
Summer Work/ Travel														Y	
Au Pair															Y